

If you need to have a grade report forwarded to your employer or to a scholarship sponsor at the end of this term, please complete the following and return this memo to the Registrar's Office in New Garden Hall. We will no longer mail grades to a student because they can be viewed online using BannerWeb.

At the end of the term, please send checked items to the address below:

- My final grade report for the term
- A statement of term charges
- Please keep this on file and automatically send reports at the end of future terms

The report should be sent to: _____

Printed Name: _____

Signature of student: _____ Date: _____

Guilford College G#: _____