



Unofficial Transcript/Grade Report Request

- Current Student? Print an unofficial transcript or grade report yourself.
 - Log into Edgewood Express > Courses and Registration > Unofficial Transcript (or My Grades)
- No fee required
- Processed within 2 business days
- Please fill out completely, including actual signature. A signature is required for the release of the academic information in accordance with the Federal Family Rights and Privacy Act (FERPA)

I am requesting: Unofficial Transcript Grade Report for (semester/year) _____

Student Information:

| | |
|--|--|
| Current Name (Last, First, Middle Initial) | Student ID# or SSN: |
| Street Address | Date of Birth |
| City, State, Zip | Maiden or Former Name(s) |
| Email Address | Are you currently enrolled at Edgewood? |
| Daytime Telephone | <input type="checkbox"/> Yes |
| Signature: (Required) | <input type="checkbox"/> No- First Term Enrolled _____ |
| _____ Date: _____ | Last Term Enrolled _____ |
| I hereby give consent to Edgewood College to release my Grade Report or Unofficial Transcript as indicated via the method selected on this form. | Special Instructions: |

Delivery Method:

- For pick up - photo ID required
- Email - complete recipient info
- Mail or Fax- complete recipient info

Recipient Information:

| | |
|------------------------|--|
| Name: | |
| Street Address: | |
| City, State, Zip: | |
| Fax#: (If applicable) | |
| Email: (If applicable) | |

For Office Use Only:

| | |
|---------------|--|
| Date Received | |
| Processed By | |

Submit to: