



Semester Grade Report Release Form

- The Semester Grade Report Release Form is to be completed by the student.
- A grade report captures final grades for one semester and does not show the entire academic history. A transcript is needed for complete academic history. See Transcript Request Form.
- Submission of this form must be made directly to the Registrar’s Office.

Required Information

Student Last Name _____ Student First Name _____ Date _____

Student Identification Number _____

Student Program and/or Major _____

Requested Semester Grade Report:

Course Semester: Fall Spring Summer

Year: _____

Please use the space below for any additional information needed with this request:

Method of communication for semester grade report (select one):

U.S. Mail Fax Email (PDF document) Pick-up in Registrar’s Office

Fax Number or Email (if applicable): _____

Student accepts all responsibility for fax to public fax machine. Fax may be sent from HCHC at any time.

Mailing Address (if applicable):

Student Authorization

I understand that by signing this form, I am waiving my rights of nondisclosure under the Family Educational Rights and Privacy Act (FERPA) for these records to the individual or organization listed above.

Student Signature: _____ Date: _____

HCHC Internal Use Only

Registrar’s Office Process Date: _____ Initials: _____