



**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: \_\_\_\_\_