

# Request to Mail Grades

Hiram College  
Registrar's Office  
PO Box 67  
Hiram OH 44234  
Phone: 330-569-5210

Please check your preference:

\_\_\_\_\_ Mail  
\_\_\_\_\_ Pick Up  
\_\_\_\_\_ Email

- You can view and print a copy of grades from your Web4Student account.
- Grades are not automatically mailed at the end of each semester.
- You must complete a new Request to Mail Grades form each semester if you wish for Hiram College to send your grades.

Please print:

Student (Banner) ID Number: \_\_\_\_\_

First Name	Middle Name	Last Name	
_____	_____	_____	
Address	City	State	Zip Code

Student Phone number: \_\_\_\_\_

Please select the term for which you want a copy of your grades released. Select only one term:

\_\_\_\_ Fall 20 \_\_\_\_      \_\_\_\_ Summer 20 \_\_\_\_      \_\_\_\_ Spring 20 \_\_\_\_

Please print the name and address you would like your grades mailed to:

First Name or Company Name	Last Name		
_____	_____		
Address	City	State	Zip Code

\_\_\_\_\_ @ \_\_\_\_\_  
Email address if being sent electronically

Student Signature: \_\_\_\_\_  
(Actual signature required to mail grades)

Office Use Only:

Date Stamp:	FOR REGISTRAR'S OFFICE USE ONLY: ID verified at the counter if delivered: _____ Date sent: _____ Completed by: _____
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