

Maryville College

Office of the Registrar

Student Authorization to Mail Grade Reports

Please print clearly

Maryville College students have access to their final grades online through Self-Service and may share this information with parents or others as they choose. If you wish to have grade reports for a term mailed to you or to a third party, please complete the form below and return it to the Registrar's Office. This authorization will remain in effect only until the end of the current semester or term.

Student Name: _____

Student ID# or SS#: _____

Term or Semester: _____

Please mail a copy of my final grade report to:

Name(s): _____

Address: _____

Please mail an additional copy of my final grade report to:

Name(s): _____

Address: _____

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only as to the persons specifically listed above. This release does not permit the disclosure of these records to any other persons or entities without my written consent.

Signature: _____ Date: _____

Return your completed request in person, by mail, or by fax, to:

Maryville College
Office of the Registrar
502 E. Lamar Alexander Pkwy.
Maryville, TN 37804-5907
FAX: 865-273-8881

For Office Use Only

Date Processed: _____

Initials: _____