



Request for Student Grades

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without the student's consent. In compliance with FERPA, the University of San Diego mails semester grades directly to students and does not release a student's grades to anyone without written consent.

However, a university may release information to the parent or guardian of a student if the student has filed an "Authorization to Release Education Records" listing that individual **or** the parent/guardian has filed a "Request for Release of Education Records," verifying that the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

Request for Academic Year 2004-2005

I request that a copy of the semester grades for the student listed below be sent to me at the address printed below. I understand that final fall semester grades are mailed in January and final spring semester grades in June.

Student's Full Name

USD ID or SSN

Signature of Parent or Guardian

Date

Print Name

Street Address

City, State, and ZIP

Return to the Appropriate Registrar's Office

Undergraduate/graduate students:

University Registrar
5998 Alcalá Park
Founder's Hall 113
San Diego, CA 92110-2492
[fax: (619)260-4649]

or

Law students:

Law School Registrar
5998 Alcalá Park
Warren Hall 202
San Diego, CA 92110-2492
[fax: (619)260-5961]

For Office Use Only

ID Verified Received by: _____ Changed by: _____ Date: _____