

Grade Mailer Request Form
Bellarmino University
Registrar's Office

2001 Newburg Road
Louisville, KY 40205

502-272-8133 phone
502-272-7734 fax

Official grade reports are available to students on the *one.Bellarmino* student web portal (type **one.bellarmino.edu** on the URL line of your web browser). Students who require paper copies of grades for reimbursement or other purposes must use the form below to make a request. A new grade mailer request form must be submitted each time a grade mailer is needed (these request forms will not be kept on file for future semesters). All holds on your account must be resolved before your request will be fulfilled.

Student Name: _____ ID#: _____
(*print*)

Student Signature: _____ Date: _____
(*required – federal law prohibits the release of grades without the signature of the student*)

Semester of Grades Being Requested: _____

Address to Send Grade Mailer:
(*please print clearly*)

Please allow 2-3 working days for delivery after grades have been posted to *one.bellarmino*.

Office Use Only: Date Recv'd _____
 Processed Date _____

Recv'd By _____
Processed By _____