

# INDIANA**TECH**

## Printed Grade Report Request

Beginning July 1, 2008, the registrar's office will no longer mail paper grades reports unless a copy is requested in writing. Students may view and print their grades online via [my.indianatech.edu](http://my.indianatech.edu). If you require a printed grade report from the university, you may request a copy using this form. **Printed grade reports will be processed 5 to 7 days after the end of the term.** This request will be effective as long as you are a current student at Indiana Tech.

- **For traditional day students:** The registrar's office will mail printed grade reports to the temporary address on file. If none is on file, the printed grade report will be sent to the student's home address.
- **For College of Professional Studies students:** The registrar's office will mail printed grade reports to CPS students' home address.

### Please Print Clearly

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Last Name

First Name

MI

Student ID#

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Daytime Telephone

I request printed grade reports be mailed to me.

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Student Signature

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Date

**Incomplete forms cannot be processed.**

Completed forms can be mailed or faxed to:

Indiana Tech  
Office of the Registrar  
1600 E. Washington Blvd.  
Fort Wayne, IN 46803  
260.422.5561, ext. 2320  
Fax: 260.422.6309