

# Request for Official Grade Report to Sponsor

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

*I request that Capitol College issue a report of my grades to the sponsor or employer named below:*

Name of Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I wish to have the grade report sent (check #1 or #2. If you check #2, specify the term.)*

\_\_\_\_\_ 1. Every term I am enrolled.

\_\_\_\_\_ 2. A specific term: \_\_\_\_\_

*I give my permission for the school to discuss my academic record with (specify):*

Name: \_\_\_\_\_

*I understand that it is my responsibility to rescind this request in writing should the situation change.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_