

OFFICE *of the* REGISTRAR



Printed Grade Report Request

The Office of the Registrar does not mail a paper copy of grades unless a copy is requested. Students may view their grades online, as well as order a free official copy of their transcript, via [InsideND](#). If a student requires a printed grade report for current semester grades only, they may request a copy using this form. This request is valid for one academic year (Fall through Summer). Please fill out this form prior to final exams.

Academic Year: _____

Undergraduate Student Graduate Student

Mail a printed grade report to the address below.

Name

Address

City

State

Zip

Country

You may electronically sign, save as PDF, and email this form to transcripts.1@nd.edu, using your Notre Dame email address. Or you may print a hard copy and bring it to the Office of the Registrar at 300 Grace Hall. If you have additional questions regarding this form, please contact the Office of the Registrar at (574)631-7043. A printed grade report will not be processed without a signature.

Student Signature: _____

Date: _____