



Unofficial Transcript/Grade Report Request

- Current Student? Print an unofficial transcript or grade report yourself.
 - Log into Edgewood Express > Courses and Registration > Unofficial Transcript (or My Grades)
- Not a current student and don't have an Edgewood Express Log-in?
 - Complete the form below
 - Processed within 2 business days, and no fee required
 - Please fill out completely, including actual signature. A signature is required for the release of the academic information in accordance with the Federal Family Rights and Privacy Act (FERPA)

I am requesting: Unofficial Transcript Grade Report for (semester/year)_____

Student Information:

Current Name (Last, First, Middle Initial)	Student ID# or SSN:
Street Address	Date of Birth
City, State, Zip	Maiden or Former Name(s)
Email Address	Are you currently enrolled at Edgewood?
Daytime Telephone	<input type="checkbox"/> Yes
Signature: (Required)	<input type="checkbox"/> No- First Term Enrolled _____
_____ Date: _____	Last Term Enrolled _____
I hereby give consent to Edgewood College to release my Grade Report or Unofficial Transcript as indicated via the method selected on this form.	Special Instructions:

Delivery Method:

- For pick up - photo ID required
- Email - complete recipient info
- Mail or Fax- complete recipient info

Recipient Information:

Name:	
Street Address:	
City, State, Zip:	
Fax#: (If applicable)	
Email: (If applicable)	

For Office Use Only:

Date Received	
Processed By	

Submit to: