

Office of the Registrar
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Office of the Registrar
12540 S. Crenshaw Blvd.
Hawthorne, CA. 90250-3327
Phone: (310) 220-3111
Fax: (323) 242-0264

Office of the Registrar
2641 W La Palma Ave.
Anaheim, CA. 92801-2666
Phone: (714) 484-6995
Fax: (714) 484-6995

If the students on eCampus must have an official grade report, they may request one through the Registrar's Office. Student must complete a request form and return the form to the Registrar's Office prior to the end of the term/semester for which the report is needed. Grade report requests can be submitted in the following ways:

1. Complete the GRADE MAILER REQUEST form at the Registrar's Office. This form requires the student's signature and must be completed prior to the end of the term for which the student's signature and must be completed prior to the end of the term for which the report is needed.
2. Send a letter to the Registrar's Office requesting a grade report prior to the end of the term. Students must provide an address to send the grade report and must sign the letter.

Students should contact the instructor if they have questions regarding the grade received for a particular course. Students should contact the Registrar's Office if there are errors detected in the term/semester or cumulative statistics.

INSTRUCTIONS: Please print clearly the information listed below, including the name and address or fax number of the agency to which the verification is to be sent.

TERM / SEMESTER:			
LAST NAME	FIRST NAME	MIDDLE	STUDENT ID NUMBER
CURRENT ADDRESS		EMAIL	DAYTIME TELEPHONE
X STUDENT SIGNATURE		DATE	

CHOOSE ALL THAT APPLY

Mail Grade Report to:	Fax Grade Report to:	Hold for Pick Up
Address:	Fax #:	