



PARENT GRADE REPORT REQUEST

REVISED 07/2018
NS/MF

Please check with your student regarding whether or not you have access to grades before requesting a parent grade report. Parent(s) may have access to a student's grades and academic actions only when such access is agreed upon by both, as indicated in the Student Academic Information Release form (available at <http://www.reed.edu/registrar/forms.html>). This information is submitted online via IRIS when the student first enrolls at Reed. Subsequent updates to this release authorization must be submitted in writing, signed by the student, to the registrar's office.

Grades are not automatically reported. A signed request must be submitted each time you wish to access the student's grades.

1 Reed unit is equivalent to 4 semester credits, or 6 quarter credits.

A Reed College ID number (6 characters) is NOT a Social Security Number (9 digits). If the student does not know their Reed ID number, please contact the registrar's office.

There is no charge for a parent grade report.

STUDENT IDENTIFICATION

Full name _____
 Reed College ID number (not SSN) _____ Date of birth (mm/dd/yyyy) _____

PARENT IDENTIFICATION

Full name _____
 Email address _____ Phone number _____

Reports are only issued as hard copies via mail, fax, or in person.

DELIVERY OPTION

Mail Fax Pick-up Final grades Degree
 NUMBER OF COPIES _____ Other _____

HOLD FOR

Final grades Degree
 Other _____

Recipient _____
 Street address OR Fax number _____
 Address line 2 _____
 Address line 3 _____
 City, State/Province _____
 Zip/Postal code _____ Country (if not US) _____ Phone number _____

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A parent grade report is NOT an official transcript, and is not intended for third-party distribution.

SIGNATURE (REQUIRED) _____ **DATE** _____

OFFICE USE ONLY
 Date issued _____ Processed by _____ Registrar's release on file _____ Cleared by Business Office _____