



QUEENS UNIVERSITY
OF CHARLOTTE
Office of the Registrar
101 Jernigan
1900 Selwyn Avenue
Charlotte, NC 28274
704-337-2242 / 704-337-2218 (fax)

REQUEST FOR OFFICIAL GRADE REPORT

I am requesting an official copy of my grade report. The grade report will be mailed to my legal home permanent address on file.

Grade report for Term _____ Year _____

Reason for Request _____

Student Name

Date

Student ID _____

Signature

Please mail or fax this form to the Office of the Registrar.