



Office of the Registrar
Request for Printed Grade Report

1. Grade reports are available via Self Service Banner.
2. All requests for printed grade reports must be made by the student in writing and will be released no earlier than 14 days after the end of the quarter.
3. A new request must be submitted each quarter.
4. A printed list of grades may be obtained in person at any time in the Registrar's Office. This list is not an official grade report on letterhead, however the college seal can be imprinted on the paper.
5. Printed grades will be mailed to the permanent address only.
6. Completed grade report requests can be mailed to the Registrar's Office, Otterbein College, Westerville, Ohio 43081 or faxed to 614-823-1009.

Name: _____

Student ID: _____

Quarter grades are requested: _____

Signature: _____

Date: ____/____/____