

Students at The University of the South have access to their midterm and final grades online through Banner Web for Students. Students are encouraged to share their grade information with their parents or others as appropriate. Students are discouraged from making their Banner login credentials available to any other person.

If you wish to have grade reports for a term mailed to you or to any third party, please complete this form and return it to the Office of the University Registrar. This authorization will remain in effect only for the term specified. If you wish to mail grade reports for more than one term, you must complete a separate form for each term.

Student Name _____
Last First Middle

Student ID# _____ Date of Birth _____

Please mail a copy of my midterm and final grade reports for the _____ to:
Term Year

Name

Street

City State Zip Country

Please mail an additional copy of my midterm and final grade reports to:

Name

Street

City State Zip Country

I understand that The University of the South complies with the Family Education Rights and Privacy Act of 1974 as Amended (FERPA), and will disclose information to the individual(s) named above at its discretion, and as provided by law. By signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only as to the person specifically listed above. This release not does permit the disclosure of these records to any other persons or entities without my written consent.

Student Signature _____ Date _____
All requests require an original signature of the student. REQUESTS WITHOUT A SIGNATURE WILL NOT BE PROCESSED.

Return your completed request in person, by mail, or by fax to:
Office of the University Registrar
735 University Avenue
Sewanee, Tennessee 37383-1000
FAX: (931) 598-1894

For Office Use Only
Date Processed: _____
Initials: _____