



## Release of Grade Reports

Return to:  
MSOE Registrar's Office  
1025 North Broadway  
Milwaukee, WI 53202-3109

Office: CC-377  
Phone: (414) 277-7215

By law, MSOE cannot release academic information about specific students without a signed release from the student. After the close of each academic term, you will automatically have access to your report card via myMSOE. However, without your written consent, we are legally prohibited from releasing your grades to anyone else. If, therefore, you wish to have your final grades mailed to your parents, your employer, or anyone else, you must so indicate on this form.

Name \_\_\_\_\_  
(Last) (First) (Middle initial)

Student number \_\_\_\_\_

**Please note that typically the name listed below is NOT the student's name because he or she will already have access to his or her own grades.**

Please send my grades to:

Name (please print) \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**This release will stay in effect until it is rescinded in writing.**

Signatures on academic release forms must be verified. Students should submit these forms to the Registrar's Office in person. If that is not possible, please contact the Registrar's Office.

\_\_\_\_\_  
Student Signature Date

For information about the Family Educational Rights and Privacy Act of 1974, please contact the MSOE Registrar's Office or their office web site.

### For Office Use Only (please initial):

\_\_\_\_\_ Form signed in presence of MSOE staff/faculty member

\_\_\_\_\_ Form submitted in person by student

\_\_\_\_\_ Other verification method (please explain) \_\_\_\_\_