

First Quarter Grades Request Form

This form must be submitted to your counselor *BY HAND* for any official report card requests sent from the Guidance Office.

Student's Name: _____ Email: _____

I am requesting that my first quarter grades be sent to the following schools (s):

College/ University Name (s):

_____	_____
_____	_____
_____	_____
_____	_____

Please send my 1st quarter grades to all of my colleges listed in Naviance

DON'T FORGET TO:

- Review your report card for accuracy before submitting this request
- Update/Review Naviance regularly

ADDITIONAL MATERIALS TO BE SENT OR FURTHER INSTRUCTIONS:

A parent/guardian signature is required in order to officially authorize the Irvington Guidance Office to release the student's records. Requests will not be processed without a signature.

Student signature _____ Parent/Guardian Signature _____

GUIDANCE OFFICE USE ONLY

Date Received _____ Date Sent _____