BREWTON-PARKER COLLEGE

OFFICE OF THE REGISTRAR

912.583.3241
FAX - 912.583.4816

Request for Grade Report

To receive an official grade report for the current term, complete the information below and fax, mail, or bring the form to the registrar's office. Office hours are 8:00 – 5:00, Monday – Friday. The mailing address is:

Brewton – Parker College
Registrar - 2006
Box 197
Mt. Vernon, GA 30445

Grades must be requested each semester and will be mailed within 5 working days after the grade posting cycle ends at the end of the semester. Grade reports are $5.00 each.

Methods of payment: Check or money order with mailed requests
Credit card by phone

Student _____ SSN: Last 4 digits = _____

Choose one of the options below:

_____ **I will pick up my grade report.**

Fax my grade report to: _____ Attn: _____

Mail my grade report to:

Name: _____

Address: _____

City _____ State: _____ ZIP: _____

Country [if other than US] _____ Postal code: _____

_____
Signature Date

For administrative use only

Rec'd _____ *Sent* _____ *Via* _____ *By* _____