



VANDERBILT UNIVERSITY
Office of the UNIVERSITY REGISTRAR

Spring 2020 Letter Grade Verification Request Form

Student Name: _____ **Student Commodore ID:** 000

Email Address: _____ **Phone:** _____

I authorize Vanderbilt University to release to a third party the official letter grade assigned for the course(s) listed below for which I selected the pass/fail grading basis during the Spring 2020 semester:

Subject Area	Course Number	Course Title

Please send letter by mail, fax, or secure electronic delivery to the following address:

Name or Agency: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ **State:** _____ **Zip Code:** _____ **Country:** _____

Email Address: _____ **Fax Number:** _____

We are required by federal law to obtain your legal, hand-written signature to authorize the release of information that is protected by FERPA.

Signature: _____ **Date:** _____

(Signature cannot be typed and must be hand-written.)

Submit the completed form to the **Office of the University Registrar** at registrar@vanderbilt.edu.

Mail: Office of the University Registrar, Vanderbilt University, PMB 407701, Nashville, TN 37240-7701