



Office of the University Registrar
116 Alfred B. Rollins, Jr. Hall
Norfolk, VA 23529
757-683-4425
FAX: 757-683-5357
e-mail: register@odu.edu

GRADE MAILER REQUEST

The Office of the University Registrar does not mail paper grade mailers as a routine process. Students who require paper copies of grades for reimbursement or other purposes can print them from LEO Online (www.leonline.odu.edu) or can make a request through the Office of the University Registrar. Use this form to request your grades or click on the link from your grade report on LEO Online.

If you have not viewed your grades on the web before, use the following instructions:

- 1) Log in to the secure site at www.leonline.odu.edu by using your University ID number (UIN) and personal identification number (PIN). If you don't know your UIN, use your social security number. Your PIN is initially your date of birth in MMDDYY format unless you have changed it to another 6-digit number. (**You should change your PIN to ensure privacy of your records.**)
- 2) click on **Admissions, Registration, Student Records, Graduation Information, and Financial Aid**
- 3) click on **Student Records**
- 4) click on **Final Grades**
- 5) select the appropriate **term** to display your grades (the default value is the most recent term for which grades are available)
- 6) print your grades
- 7) **LOG OUT** when you have reviewed and/or printed your grades in order to maintain the privacy of your record!

GRADES WILL BE SENT FOR THE MOST RECENTLY CONCLUDED SEMESTER ONLY.

Name: _____ Date: _____
(print) *Last* *First* *Middle/Maiden*

University ID Number: _____

We will mail your grades to the permanent address on record. Please verify your permanent address on LEO Online and update if necessary.

Signature (*required*): _____

Office Use Only	Rec: _____	By: _____	Date Proc: _____	By: _____
-----------------	------------	-----------	------------------	-----------