

**St. Mary's University
Request for Reports and Labels**

ALLOW AT LEAST 2 WORKING DAYS (during registration and grade processing periods, the time may be significantly longer). Return this form to Christina F. Villanueva, Registrar's Office, Box 76. *Please pick up reports/labels within 2 weeks. Students picking up reports/labels must show valid Rattler ID.*

Ordered by: _____ **Dept:** _____

Phone: _____ **Date Needed:** _____

Reason for Request: _____

Signature: _____ **Moderator:** _____

(If requestor is a student)

REPORTS	
Program	Specific Description
Undg <input type="checkbox"/>	
Grad <input type="checkbox"/>	
Law <input type="checkbox"/>	
PhD <input type="checkbox"/>	

Sorted by: Alpha Other: _____

LABELS	
Program	Specific Description
Undg <input type="checkbox"/>	
Grad <input type="checkbox"/>	
Law <input type="checkbox"/>	
PhD <input type="checkbox"/>	

Sorted by: Alpha Zip Other: _____

Address: Local Permanent

Dean of Student's Signature: _____ **Date:** _____

Note: Only those student organizations requesting reports or labels must obtain Dean of Student's approval.

Office Use Only	
Date Received: _____	Report Name: _____
If student is picking up this report, please ask for Rattler ID card.	
Date Picked Up: _____	ID# or name of person picking up this request: _____