



COMMUNITY COLLEGE  
OF RHODE ISLAND  
Records Department

Due to the COVID-19 outbreak, CCRI used Pass (P) and Fail (F) grades for the Spring 2020 semester. Courses recorded with a “P” were equal to a grade of “D” or higher. However, instructors also recorded the actual grades earned for their students, <https://ccri.edu/oes/records/newpolicies.html>

**Student’s request:** Please share my actual grades earned in the following classes (Spring 2020 semester) with the school listed below. Note: an individual form is needed for each school.

**Student:** \_\_\_\_\_ **CCRI ID** \_\_\_\_\_

**Signature** (must be signed to process) \_\_\_\_\_ **Date:** \_\_\_\_\_

**School/Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

E-mail form to [records@ccri.edu](mailto:records@ccri.edu) or

Mail to CCRI Records Department, 1762 Louisquisset Pike, Lincoln, RI 02865

Below are the final grades received for the student listed above for the Spring 2020 semester.

Course #	Grade	Course #	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For office use only:

Staff signature: \_\_\_\_\_ Stamp: \_\_\_\_\_