

CONTROL NO.:



REPUBLIC OF THE PHILIPPINES
**POLYTECHNIC UNIVERSITY OF THE
PHILIPPINES**
**OFFICE OF THE UNIVERSITY REGISTRAR
STUDENTS RECORDS OFFICE**

Sta. Mesa, Manila

APPLICATION FOR

- € LATE REPORTING OF GRADE
(Please attach certified photocopy of class record)
- € COMPLETION OF “INCOMPLETE GRADES”
(Please attach photocopy of Official Receipt)
- € CORRECTION OF ENTRY
(Please attach certified photocopy of class record)
- € OTHERS, SPECIFY: _____

Date:

**The Branch Director
TAGUIG BRANCH**

I hereby request that

Student Number: _____ Name: _____
(Example: 2010-000001-MN-0) (LAST NAME) (FIRST NAME) (MIDDLE NAME)

Course: _____ Year & Section: _____

Subject Code: _____ Subject Title: _____

☐

School Year: _____

☐

Term: First Semester
Second Semester
Summer

School Session: Day
Night

which was reported as: _____

due to the following reasons/s: _____

be credited as one:

who has “No Grade” in the Grade Sheets to a final grade of _____ units.

who has completed all requirements with a final grade of _____ units.

whose name in the Grade Sheet be corrected

From: _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

To: _____
(LAST NAME) (FIRST NAME) (MIDDLE NAME)

APPROVED BY **BRANCH DIRECTOR**

Name: **DR. MARISSA B. FERRER** Signature: _____

RECEIVED BY **BRANCH REGISTRAR**

Name: MR. MHEL P. GARCIA Signature: _____ Date: _____