

To all guardians

Ritsumeikan University

## **[Notice]**

### Discontinuation of Grade Reports for Guardians Sent via Post and the Introduction of an Online System

#### **Introduction of WEB Grade Report Viewing System from Fall Semester**

- We are introducing a system that allows guardians to view student grade reports online from March 2019 (AY2018 Fall Semester grade reports). The sending of grade reports by post will be discontinued.
- AY2018 Spring Semester grade reports will still be sent by post (end of September 2018)
- Grade reports for guardians are only issued for the guardians of undergraduate students. Guardians will not receive the grade reports of graduate students.

#### **How to Use the System**

- Grade report viewing capabilities are planned to start from the end of March 2019. Only guidance and information screens will be available until then.

#### **Login ID/Password Notification**

- A login ID and password for the online system will be sent with the 2018 Spring Semester grade report. If your student is enrolled or reenrolled from the fall semester, the login ID and password will be sent out around March 2019.
  - \* Guardians of students who are graduating in September 2018 will not receive an ID or password.
- Please be sure to keep your Login ID/Password Notification in a safe place. In case you lose your Notification, you can apply to have one reissued via the WEB Grade Report Viewing System from December 2018.