



**INSTRUCTOR OFFICIAL GRADE ENTRY  
"VIA THE WEB" AUTHORIZATION**

As Primary Course Instructor, I authorize \_\_\_\_\_  
to enter the official grades via the web for the courses listed below:

Index Number	Dept	Course Section	Index Number	Dept	Course Section
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I understand that this authorization will remain in effect for the duration of the semester unless revoked in writing by me at the Office of Registration and Records.

Instructor Name: \_\_\_\_\_  
(Please Print)

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Entry Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Return This form to the Office of Registration and Records.  
Attn: Grade Clerk  
Campus Box 8196  
Pocatello, ID 83209-8196

For Office Use Only:  
Processed By: \_\_\_\_\_ Date: \_\_\_\_\_