

# Office of the Registrar

## Early Grade Letter Request Form

Students at Kennesaw State University can request to obtain the grade for a class prior to the grades rolling to history on the student's academic record. By signing below, I give authorization to the Office of the Registrar to send an Early Grade Letter. I understand that I must request an official transcript after final grades post for the term. After students sign, they take the form to their instructor.

Name: \_\_\_\_\_

KSU ID: \_\_\_\_\_ Major: \_\_\_\_\_

KSU Email: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_ Semester:  Fall  Spring  Summer Year: \_\_\_\_\_  
(ex: ENGL 1102)

### Early Grade Letter is to be:

Mailed

School/Name: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Emailed

Email Address: \_\_\_\_\_

(Will only be sent to an .edu account another institution. Not sent to the student)

Faxed

Fax Number: \_\_\_\_\_

(\$10 fee billed to student account)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Notify your instructor after signing that an email will be sent to them requesting this information)

**Instructions for the INSTRUCTOR:** Please enter the student's FINAL letter grade for the semester. Please submit as soon as the student's final grade is computed. **DO NOT RETURN TO THE STUDENT.**

I decline to provide a grade for this request.

Final Grade: \_\_\_\_\_ Name: \_\_\_\_\_

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

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### Office of the Registrar Use Only

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: