

## 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:		
(SU ID:	Majo	or:
KSU Email:		
Course Name and Number: ex: ENGL 1102)	<u>s</u>	Semester: Fall Spring Summer Year:
Early Grade Letter is to be:		
Mailed	School/Name:	:
	Address:	
Emailed		s: <u> </u>
(Will only be sent to an .edu account		
Faxed (\$10 fee billed to student account)	Fax Number:_	
Student Signature:		Date:
Notify your instructor after signing t	hat an email will be sen	nt to them requesting this information)
as soon as the student's final g	rade is computed. <b>DC</b>	student's FINAL letter grade for the semester. Please submi  D NOT RETURN TO THE STUDENT.
Final Grade:	Name:	<del>-</del>
Signature:		Date:
nitials:Date:		e of the Registrar Use Only
Comments:		