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
☐ Emailed
☐ Fax

School/Name:____________________________________________________
Address:________________________________________________________
_______________________________________________________________
_______________________________________________________________

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

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:____________________

Office of the Registrar Use Only

Initials:________ Date:________

Comments:

PLEASE ALLOW 3-5 BUSINESS DAYS FOR PROCESSING
Updated: 2.22.2023