

**EARLY GRADE REQUEST FORM  
KENNESAW STATE UNIVERSITY**

**INSTRUCTIONS:**

- 1 - Student must type the information above their signature.
- 2 - Print, sign then take to the instructor.
- 3 - Letter can be mailed or faxed to a school or business. **There is a \$10 service fee for faxing.**
- 4 - Student cannot pickup the Early Grade Letter from the instructor OR the Office of the Registrar.

NAME

KSU ID #

Phone Number

Email Address

Course Name and Number

Type the complete name and address and, if applicable, the fax number of the institution or business that you wish to receive the Early Grade Letter.

Mail to:

Name

Address

City

State

Zip Code

Country

Fax to:

Name

FAX #

**Faxed Letters  
incur a \$10 charge to  
your student account**

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 be sent after grades are posted for the term.**

Student Signature \_\_\_\_\_

Date

**TO THE INSTRUCTOR**

This must be the student's final grade for the term.  
Please return via campus mail to the Office of the Registrar, MBX 0116  
or deliver to the Office of the Registrar on either the Kennesaw or  
Marietta Campus.

**GRADE:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**DATE** \_\_\_\_\_