



GREENVILLE TECHNICAL COLLEGE
Early Grade Release Form

The student identified on this form is graduating this term from another institution, and requests that his/her grades be released early for transfer to that institution. If permission is granted, an official letter will be sent to the student's home institution.

There is no fee for the Early Grade Release Letter. Transcripts cost \$10.00 and must be obtained through the online process at <https://www.gvltec.edu/transcript-requests/>.

Please submit to the Office of Student Records, Dreisbach/Anderson Student Success Center.

Student Information (to be completed by the student): (Please print legibly in blue or black ink)

Student's name: _____ Student ID #: _____

Daytime Telephone Number: _____ E-mail _____

Address: _____

Institution to which the grade(s) should be sent:

College or Organization _____

Address _____

Attention/Department _____

City, State, ZIP _____

Fax Number _____

Course Information (for which early grade release is requested)

Semester/Year	Course Title	Course # & Section	Number of Credit Hours

To be completed by instructor

Final Grade Earned (required) _____

Instructor's name (please print) _____ Department: _____

By your signature, you certify that this is the grade that will appear on the student's official transcript.

Instructor's Signature _____ **Date** _____

I hereby give my permission for Student Records to release a copy of my grade to the above named institution.

Student's Signature _____ **Date** _____

Student Records Office Use Only:

Processed by: _____ Date Mailed: _____