

Instructions: Early Grade Verification letters are available to assist students until grades are posted to the official transcript. Final grades are posted approximately three weeks after the end of the semester. Verification letters will be processed as soon as grades become available at the Office of Admissions and Records.

Early grade letters do not replace an official transcript. Because of this, Early Grade Verification letters may not be accepted by all institutions. The student is responsible for requesting an official transcript once grades have been posted to the academic history.

Note: All Saddleback College class grades must be verified through their Office of Admissions & Records.

Please complete the following information:

Student ID: _____ Date of Birth: _____ Date: _____

Name _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ Signature: _____

Regular Processing - \$3.00 Charge
(5-7 business days)

Emergency Service - \$8.00 Charge
(Processed in 3 hours if grade is posted)

NOTE: SAME DAY SERVICE IS NOT AVAILABLE ON FRIDAYS.

Indicate the class(es) that you want verified for the current term:

Class Ticket Number	Class Title	Instructor

Select one of the following options:

<input type="checkbox"/> Mail Early Grade Letter to: _____ _____ _____ _____	<input type="checkbox"/> Pick-Up Early Grade Verification letter *You will be contacted when the letter is completed and available for pick-up. Telephone Number: (____) _____
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For Use by Office of Admissions and Records Only

Received by: _____	Date: _____	Holds: _____
Processed by: _____	Date: _____	Student Contacted: _____