



**Admissions and Records**

2277 Napa-Vallejo Highway, Napa, Ca. 94558  
707.256.7201 ◆ fax 707.253.3064

**Preliminary Grade Verification Form**

Please print clearly. All blanks must be filled-in for this form to be considered.

Name \_\_\_\_\_

NVC Student ID#

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(7 digit number assigned by the college for identification)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. Fill out this form completely. Incomplete or inaccurate forms cannot be processed.
2. List all your classes in the space provided. Ask each of your Instructors to sign the form and indicate what they expect your final grade to be.
3. Return this form to the Admissions & Records Office. This form will be mailed to the college/organization indicated below approximately 7 working days after it is returned to the Admissions & Records Office.
4. If you need an Official Transcript at the end of the term, please fill out a Transcript Request Form.

\*Please include name of college/organization, address, city, state, and zip code then, mail a copy of this Grade Verification Form to:

- |                            |                            |
|----------------------------|----------------------------|
| 1. _____<br>_____<br>_____ | 2. _____<br>_____<br>_____ |
|----------------------------|----------------------------|

Check current semester:  Fall  Spring  Summer Year \_\_\_\_\_

Course Name	Units	Instructor Name	Instructor Signature	Preliminary Grade

*The grades listed above are the preliminary grades assigned by the instructors. Official grades will be added to the student's official transcript approximately one month after the term ends.*

The preliminary grade verification form was completed in the Admissions & Records Office by:

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

Not valid without  
The college seal