AUSTIN COMMUNITY COLLEGE DISTRICT

Early College Start

Dual Credit Grade Report

For use by Graduating Seniors in the Dual-Credit/Early College Start Program at Austin Community College for courses taken in their graduating semester only.

A student who uses this form to report a grade to the ACC Admissions and Records office before an ACC semester is officially over, must follow the directions below and return the form to an ACC Admissions and Records Office:

- ✓ #1 Verify the earliest date in the semester that the instructor can calculate the needed grade.
- ✓ #2 Use one Report form for each course grade after the grade is calculated.
- ✓ #3 Complete sections in order: section #1 first, section #2 second, section #3 last.
- ✓ #4 **Place form in an envelope, seal, and have instructor sign across the flap.**
- ✓ #5 Return the form by one of the following methods:
  Return the form by mail to ACC/A&R—Bermeada Brown, 5930 Middle Fiskville Rd., Austin, TX 78752. **OR**
  Return the form in person to a campus Admissions and Records Office.

Your grade will be posted within three working days. The Early College Start office will send an official transcript (no fee applies) to your high school if the request is indicated on this form. You may also request a print out of the grade in any campus Admissions and Records Office after it is posted.

Section #1—To be completed by Student:

Name _____ SSN: _____

Telephone Number: _____ Date of Graduation: _____

Signature: _____

Section #2—To be completed by High School Official (counselor, principal or registrar):

The student referenced above is graduating from: _____ High School

Date of Graduation: _____

High School Official's Name and Title: _____

High School Official's Signature: _____ Date signed: _____

Official ACC Transcript Required: ☐ No ☐ Yes Date Needed _____ (Please allow 7 working days to process after grade is posted.)

Section #3 - To be completed by Instructor:

Student Name: _____ Student SSN: _____
First Middle Initial Last

Section #	Prog. Abbr.	Course #	Course Title	Hrs Cr	Grade

A&R Use Only
Posted by: _____
Date: _____

_____
Instructor's Printed Name

_____
Instructor's Signature Date

This form is for record keeping at Austin Community College. This form is not used to report an official grade to a third party outside of Austin Community College.

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