

Grand Rapids Community College
Request to Release Placement Test Records

This form is to be used if you would like Grand Rapids Community College to forward a copy of your test results to another college or institution. Your request will be processed within 48 hours of the time that it is received.

Complete this form and return it to the place indicated at the bottom. All sections must be completed and student's signature must be on this request.

Student name: _____ GRCC Student ID# _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Signature: _____

Please provide the following information regarding the institution to which you wish to have your test results forwarded, as well as the method that you want the report sent.

Check one: U.S. Mail _____ Fax _____ Email _____

Institution/college: _____

Attention: _____ Fax: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Please return to:

Enrollment Center/Placement Testing
Grand Rapids Community College
143 Bostwick Ave. NE
Grand Rapids, MI 49503

Phone: 616-234-3300 / Fax 616-234-3200 / Email: placementtesting@grcc.edu

This form can be faxed, mailed or sent via Email (PDF)