



STUDENT RECORD CHANGE

Office of Admissions, Records & Enrollment Development

1501 Mendocino Avenue, Plover Hall, Santa Rosa, CA 95401 Phone: (707) 527-4685

PLEASE PRINT LEGIBLY AND COMPLETE THE FOLLOWING:

Name	Last 4 Digits SSN	Student ID Number

CHOOSE from the following changes and complete the required information:

NAME CHANGE or CORRECTION*:

Previous Full Name

New/Current Full Name

BIRTHDATE CHANGE/CORRECTION*:

Month/Day/Year

GENDER CHANGE/CORRECTION*:

Select One
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> DECLINE TO STATE

Student Signature _____ **Date** _____

REQUIRED DOCUMENTATION WHEN SUBMITTING THIS FORM:	
Change Type	Students must provide the following documentation for legal changes:
Name	Copy of marriage license, Court order, or dissolution decree reflecting new name AND Driver's License or Government issued ID
Birthdate	Driver's License, Government issued ID, OR Birth Certificate AND Photo ID
Gender	Court Order AND Driver's License or Government issued ID

*** A correction due to a data entry error requires completion of this form and a copy of a drivers license only.**

FOR OFFICE USE ONLY

DOCUMENTATION ATTACHED _____
RECEIVED BY _____
DATE _____

RECORDS STAFF ONLY

CHANGED IN SIS _____
CHANGED IN IMAGING _____