

Student Records Verification

Use this form to request verification of information from your CLC student record.

Name: _____ CLC Student ID#: _____

Student Email: _____@stu.clcollinois.edu Phone: _____

Information Requested

- Letter of Non-Attendance Letter of Good Academic Standing Letter of Pending Graduation Status
 Complete Attached Form Other:

Enrollment verifications are produced by the National Student Clearinghouse, and can be accessed through MyStudentCenter. Enrollment verifications are only processed if the Clearinghouse verification is insufficient and additional information is needed.

Do you need verification of your Enrollment Status?

- No Yes - additional information needed (required):

Term(s): Fall Spring Summer Year: _____

Recipient Information

Mail:

Name: _____

Address: _____

City: _____

State: _____

Postal: _____

Fax:

Email:

Pick up at the Welcome and One Stop Center, Grayslake Campus, Room B114

A photo ID is required to all release documents.

Myself

Someone else:

Relationship: _____

Verifications can take 3-5 business days depending on the type of information requested. Some requests may require additional documentation to process.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 as amended, I hereby authorize the College of Lake County to disclose the information from my educational record requested to the Recipient above.

Student Signature

Date