

Student Record Change Form

Records Office ■ 1401 East Court Street, Flint, MI 48503
Telephone: 810-762-0200 ■ Fax: 810-762-5105



MCC Student ID #: _____ Birth Date: _____

Name: _____ Date: _____
Please Print

Policy: Changes or corrections in student information (name, address, and Social Security number) will require valid proof of the new information. You may fax or mail this form, but you will need to include the required information that is listed in each section, along with a current telephone number where you can be reached.

Complete only the appropriate section(s) below:

ADDRESS (Change or Correction)

A driver's license or state ID with the updated address included is required for address changes. If your residency status changes when you update your address from out-of-district to in-district it is **your responsibility** to report this to the Records Office. Additional documentation will be required.

County/District _____

Street _____ Apt# _____

City _____ State _____ Zip _____

Signature: _____
Signature is required

TELEPHONE NUMBER (Change or Correction)

A driver's license or state ID is required for telephone number changes.

Home # _____ Additional # _____

Cell # _____ Additional # _____

Signature: _____
Signature is required

NAME (Change or Correction)

A driver's license or state ID with the current name included, OR Social Security card, Marriage/Divorce papers, Official Court Documents, etc. is required for name change.

Current Name: _____

Other Previous/Former Names: _____
(For example: Maiden Name, Previous Married Name(s), Name Changes, etc.)

Signature: _____
Signature is required

SOCIAL SECURITY NUMBER (Change or Correction)

A driver's license or state ID, along with the Social Security card is required for Social Security number changes.

Incorrect Social Security Number: _____

Correct Social Security Number: _____

Signature: _____
Signature is required