

# 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 (legal name, address, and Social Security number) will require valid proof of the new information.

**Signature:** \_\_\_\_\_  
Signature is required

\*By signing this form you are acknowledging the accuracy of the information 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 \_\_\_\_\_

## TELEPHONE NUMBER (Change or Correction)

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

Home # \_\_\_\_\_ Additional # \_\_\_\_\_

Cell # \_\_\_\_\_ Additional # \_\_\_\_\_

## 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. may be required for name change.

Current Legal Name: \_\_\_\_\_

Previous Legal Name: \_\_\_\_\_

Chosen Name: \_\_\_\_\_

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

## 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: \_\_\_\_\_