## IMPERIAL VALLEY COLLEGE

Office of Admissions and Records

PO Box 158, Imperial, CA 92251-0158 Phone (760) 355-6101 Fax (760) 355-2663 STUDENT REQUEST TO CHANGE ADDRESS OR AUTHORIZATION TO RELEASE DIRECTORY INFORMATION

<u>INSTRUCTIONS</u>: Print your name and social security or student number as requested. Place a check mark in the box beside the change(s) you wish to have made. Read all instructions for that section. Return completed form and supporting documentation to the Admissions and Records Office as directed.

Documentation is required so we may protect your records and prohibit anyone else from making unauthorized changes. For requests made in person, you must present picture identification at the front desk of the Office, or provide the person submitting the request for you with written authorization that includes the person's name, the action you are authorizing him/her to request, and your signature.

Please PRINT Name & Social Security Number as they <u>currently appear</u> in your IVC records:				
SOC. SEC. or Student #		Daytime Telephone #_(		
NAME Last First Middle				
		First		Middle
Address ChangeRequest may be made in person, by mail or fax. A copy of your driver's license, social security card, or other identification showing your signature must be included. <b>Proof of address will also be required if new address is not reflected on your driver's license.</b>				
Change addre	ess to	City (please print)		
	Street	City (please print)	State	Zip Code
Have you applied for, or are you receiving financial aid? Yes No				
Signature		Date		
copy of your driver's license, social security card, or other identification showing your signature must be included.  Directory information includes name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height of members of athletic teams, part-time or full-time enrollment status, and photographs.  The College releases directory information of students who have authorized release only for purposes of verifying degrees or certificates earned, publishing names of academic honors recipients in the student newspaper and campus newsletters; names, majors and honors of graduates in the Graduation program; names of participants in theatrical and musical productions in program booklets; and names and statistics of athletic team members in event programs. All other releases, except for emergency purposes, require the written consent of the student whether or not release of directory information has been authorized.				
For more information, refer to the section on <i>Student Privacy Rights and Access to Records</i> in the College Catalog and Class Schedule.				
Check one:   I authorize release of my directory information  I do not authorize release of my directory information				
Signature		Date		
Office Use Only				
Received & picture ID verified by DATE STAMP:				

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Processed by

Date