

**SANTIAGO CANYON COLLEGE – ORANGE EDUCATION CENTER
DIVISION OF CONTINUING EDUCATION
ENROLLMENT/ATTENDANCE VERIFICATION FORM**

To order an Enrollment/Attendance verification a written request and photo identification is required. Allow 2-5 business days from receipt of request for processing. Please complete the following information:

STUDENT INFORMATION:

Full Name (as it appears on your student records): _____

Student ID #: _____ OR SSN: _____ Date of Birth: _____

Phone Number: _____ Approximate dates attended: _____

Please indicate the semester(s) you would like included on your request: (Check all that apply)

Current Semester Only OR All Semesters

Comments/Notes: _____

REASON FOR REQUEST: (Check all that apply)

- Verification of Enrollment
- Verification of Attendance
- Citizenship letter with total hours completed
- Childcare Verification (student provides form for this type of verification)
- EDD (student provides EDD form for this type of verification)
- Other: _____

VERIFICATION DELIVERY METHOD: (Please Check a box)

WILL PICK UP: (Verification will only be released if a copy of a photo ID with signature is presented at time of pick up. Completed verification forms are only held for 14 days after processing and will be destroyed thereafter).

WILL BE PICKED UP BY: (Verification will only be released if designee presents a photo ID to verify their identity. Complete verifications are only held for 14 days after processing and will be destroyed thereafter).

Print Name of Designee: _____

MAIL TO: (Please note that SCC-OEC is not responsible for lost or misdirected mail.)

School/Organization Name (if applicable) or Attention: _____
Address: _____ City: _____ State: ___ Zip Code: _____

STUDENT AUTHORIZATION: (Student signature is required to process and release verification)

Student Signature: _____ **Date:** _____

SUBMISSION INFORMATION:

Please submit this completed/signed request form IN-PERSON or VIA MAIL along with a copy of a photo ID with signature to:

SCC – Orange Education Center
Attn: Admissions & Records / Transcript Request
1465 N. Batavia St., Orange, CA 92867

FOR OFFICE USE ONLY

Date request received:		Picture ID presented upon pick-up:	
Status of student record:		Staff Initials:	
Date request was processed			