

Correction/Update Form

Date: _____

Student Name: _____

Student ID or SS #: _____

Requested By: _____

<p>Request to Change:</p> <p><input type="checkbox"/> Demographics (remember phone # also)</p> <p><input type="checkbox"/> Name Change (requires proof)</p> <p><input type="checkbox"/> Other</p> <p>Withdrawing - use Training Plan/Withdrawal Form</p> <p>Enrollment/Training Plan Change - Use Training Plan Update Form</p>	<p><input type="checkbox"/> Attendance</p> <p>Period(s): _____</p> <p>Class Code(s): _____</p> <p>Effective Date: _____</p> <p>Instructor(s) Approval: _____</p> <p>List any absences during this time period: _____</p>	<p><input type="checkbox"/> Schedule</p> <p>Period(s): _____</p> <p>Class Code(s): _____</p> <p>Effective Date: _____</p>
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Existing Data: (or attach print out): _____

Correct Data: _____

Reason for Change: _____

For Records Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected(Student Services)	<input type="checkbox"/> Copy to Accounting
Comments: _____		
Method of Verification:	Agency	File
	Other	Teacher
Entered By _____	Date Entered: _____	
Attendance Fixed by: _____	Dated Entered: _____	