Enrollment Verification - Release of Information

To request an official letter from KVCC, submit this form to the Admissions, Registration and Records Office, room 4550 on the Texas Township Campus. Mailing address and fax number are listed below. Please allow two business days for processing.

Student's Identification:

Valley Number: **V** _____

Name: _____
First Middle Initial Last

Address: _____

_____

Phone Number: Home (_____) _____ Work (_____) _____

Release Instructions:

O Mail to my address above O I will pick up the letter in two business days

O Mail to address below O Fax the letter to (_____) _____

Name _____

Company _____

Address _____

_____

_____

Information to be Released:

Current Semester/Year Only	*Entire Enrollment at KVCC*	*Future Enrollment*
O Semester dates	O Enrollment begin and end dates	O Admission acceptance
O Enrollment: Full or Part time status	O Curriculum and Degree	O Anticipated enrollment semester
O Enrollment only (no FT/PT status)	O Grade Point Average (GPA)	
O Number of credit hours enrolled in	O Anticipated graduation date	

O Other: _____

Indicate semester(s) and year(s) to be reported:

O Winter _____ year O Summer _____ year O Fall _____ year

I authorize Kalamazoo Valley Community College to release this information.

Signature: _____ Date: _____

Office Use Only: Date _____ Initials _____ Comment: _____

PO Box 4070, Kalamazoo, MI 49003-4070 Phone: (269) 488-4281 Fax: (269) 488-4161