



Caldwell Community College and Technical Institute

Permanent Record Change Form

Caldwell Campus

2855 Hickory Blvd., Hudson, NC 28638

Watauga Campus

Post Office Box 3318, Boone, NC 28607

Please submit this form and documentation to Student Services on the Caldwell or Watauga Campus.

My record information is currently listed as:

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Student ID Number	Date of Birth	XXX-XX- Social Security Number

Please make the following changes to my permanent record information.

Change my name to:

_____	_____	_____
Last Name	First Name	Middle Name

Reason: Marriage Court Action Other

Copy of legal document authorizing the name change must be attached to process change.

Name changes do not affect your user ID for Myccti and Webadvisor.

Change my address to:

Change my social security number to:

_____ - _____ - _____

Copy of social security card must be attached to process change.

Change my primary phone number to:

Home Cell Work

(_____) _____ - _____

Change my secondary phone number to:

Home Cell Work

(_____) _____ - _____

Change my birthdate to:

_____ M _____ M _____ D _____ D _____ Y _____ Y _____ Y _____ Y

Proof of birth date must be provided.

Authorization

I hereby authorize Caldwell Community College and Technical Institute to change my permanent record information as indicated above.

Signature

Date

For Office Use Only

Updated in Datatel

Staff Initials

Date