



# Enrollment Verification Request

(for currently enrolled students only)

Chattahoochee Technical College has authorized The [National Student Clearinghouse](#) to act as its agent for all verification requests from third parties. All insurers, lenders, employers and others who need to verify enrollment and/or degrees of Chattahoochee Technical College students must use the National Student Clearinghouse services. Information given by the National Student Clearinghouse is in compliance with the Family Educational Rights and Privacy Act (FERPA).

Student Name: \_\_\_\_\_ Student ID/SS#: \_\_\_\_\_

College Email Address: \_\_\_\_\_@students.chattahoocheetech.edu

Best Number to be reached: \_\_\_\_\_

We only provide verification for CURRENT term ONLY: **Any request for verification of LAST term requires an OFFICIAL TRANSCRIPT (\$5.00 fee).** For proof of NON-attendance; please go to [www.studentclearinghouse.org](http://www.studentclearinghouse.org)

Term Requesting: \_\_\_\_\_

Verification of Enrollment for future registered terms cannot be processed until approximately two (2) weeks after the beginning of the each term.

Delivery Options: Please print the recipient/company name and address below. **(Note: Omission of this information will delay the processing of this form.)** If it is to be faxed, provide us with a correct fax number.

## REQUIRED INFORMATION: for either delivery type

Recipient/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

In addition to the address, if you would like this faxed, please provide the number: \_\_\_\_\_

In addition:

\_\_\_\_\_ I need the attached documentation to be completed by the Registrar's Office.

(Note: All pages of the documentation MUST be submitted.)

\_\_\_\_\_ I need my ANTICIPATED DATE OF GRADUATION.

*As required by the Family educational Rights and Privacy Act of 1974, by my signature I hereby authorized Chattahoochee Technical College to release FERPA-protected information to the party I have identified above.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Fax to: 770-528-5818 OR Scan/email to: [enrollment@chattahoocheetech.edu](mailto:enrollment@chattahoocheetech.edu)

Completed By: \_\_\_\_\_ Date processed: \_\_\_\_\_