



Data Change Card

Please note: All data change requests sent by fax or mail must be accompanied by a readable copy of a government-issued photo ID, such as Mitchell ID, driver's license, passport or military ID. Students making in-person requests will be required to show photo ID.

If any information below has changed since your last registration, please fill in your name, student ID and any corrections that need to be made.

☐ ID Verified _____ (office use only) Initials	Student ID _____
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Name _____
Last First Middle Maiden

Name Changed To _____
Last First Middle Maiden

New Address _____
Street /PO Box

City _____ State _____ Zip _____ Country _____

Home Phone _____ Cell _____
(Include Area Code)

Preferred First/Middle Name/Pronouns Change Only

Preferred First Name _____ Preferred Middle Name _____

Pronouns _____

Is the student 18 or older: ☐ Yes ☐ No
(If no, then we need parental permission for the change)

Legal Name Change Only

We must have documentation showing your legal name change. In addition to your photo ID, you must also present one of the following for your student record:

- Marriage certificate
- Divorce decree

- Court-Action
- Naturalization certificate

Signature _____ Date _____