Oakton Community College

Office of Registration and Records
1600 E. Golf Rd., Des Plaines, IL 60016, 847-635-1700, Fax 847-635-1706
7701 N. Lincoln Ave., Skokie, IL 60077, 847-635-1400, Fax 847-635-1497

Request to Change Student Record Information

Student is to complete this form when requesting changes to biographical information on his/her current file/records.

This form is not to be used for a change of address.

I request that the information below, which I have provided, be used to update my file/record at the College.

Print all entries. Explain what is to be done and the reason for the change or correction *(i.e. change in name, Social Security number, birth date, and visa history.)* Enclose copy of documentation for changes or corrections.

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_____

Name _____ Banner I.D. (B#) _____
Last *First* *MI*

_____ _____
Signature of Student *Date*

FOR OFFICE USE ONLY

Accepted by_____ Date _____

Terminal entry by _____ Date _____

Comments _____

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