



Permanent Record Change

Caldwell Community College and Technical Institute
2855 Hickory Blvd. • Hudson, NC 28638 372 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.

Complete only sections that apply.

Change my name to:

Last Name _____

First Name _____

Middle Name _____

Reason: Marriage Court Action Other _____

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

Name changes do not affect your user ID for Mycccti.

Change my address to:

Street Address _____

City _____

State _____

Zip _____

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

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 _____

cw 6-27-2022