



DIPLOMA AND ENROLLMENT VERIFICATION REQUEST

Adult High School and Adult Education only

**Seminole Community College
100 Weldon Blvd, Sanford, FL 32773
(407) 328-2025 Fax (407) 328-2029**

Note: Enrollment Verification will be generated only for current and/or prior semesters/terms. The Enrollment Services office will process this request after the close of the Add/Drop period for the semester/term that you have requested. Refer to the "Academic Calendar" printed within the SCC Catalog or on-line at www.scc-fl.edu for the applicable add/drop dates.

Please Print Clearly

Social Security Number: _____ - _____ - _____ Student Id: _____

NAME: _____
First Middle Last

This enrollment verification is for: (check only one)

Fall Term Spring Term Summer Term Entire History

Please choose one method of delivery:

Fax To: (_____) _____ Name _____

Mail to This Address:

Signature

*The Records Office **will not** process unsigned requests.*

Date

SCC Social Security Number Collection Statement

Seminole Community College recognizes that an individual's social security number is a unique form of identification that can be utilized to obtain sensitive information regarding that particular individual. However, SCC must collect social security numbers under certain circumstances in order for the College to be able to properly perform its duties and functions as an educational institution and in order to ensure that such duties and functions are performed accurately and efficiently. Due to the sensitive nature of an individual's social security number, the College provides the following statement regarding the College's collection of social security numbers: SCC collects your Social Security Number only for the following purposes: Identification and verification; Background checks; Billing and payments; Payroll administration; Garnishments; Data collection, reconciliation and tracking; Benefits administration; Tax reporting; State and federal educational and employment reporting; Administration of federally funded financial aid programs; Administration of student services programs; Vendor applications; Independent contractors This Social Security Number Collection Statement has been prepared by Seminole Community College in compliance with Section 119.071(5), Florida Statutes (2007). (January 2008)

Do Not Write Below This Line

Processed on: _____

Processed by: _____