



Student Affairs – Records Office
Mail: 4501 Amnicola Highway, Chattanooga, TN 37406-1097
Phone: 423-697-4401; Fax: 423-697-4709
Website: http://www.chattanoogastate.edu

Enrollment Verification Request

Requested By (Student):

Date: Student Identification Number (or SSN):

Last Name: First: Middle:

Telephone: (Area Code) Number: Extension:

Release (mark one, please):

- Enrollment Verification for current term
Other (Please be very specific and describe your need)

Three horizontal lines for providing details for the 'Other' release option.

Purpose (mark one, please): Loan; Insurance; Non-Loan (Other)

Release To (Recipient):

- I will pick up on or after (Date & Time – allow 2 business days not including day received)
Please mail to my home address as indicated on your records.
Please mail as indicated below:

Name:

Organization/School:

Address:

City, State, Zip:

I give permission for the Chattanooga State Records Office to release the specified information to the recipient listed above.

Student Signature:

OFFICE USE ONLY

Action Taken [ ] Completed [ ] Filed [ ] Hold [ ] Forwarded to NSLCC for completion

Processed by: Date: