SOUTH PLAINS COLLEGE

Change or Correction of Records

(Record changes may only be requested by the account owner.
A valid state/federal photo ID is required to process all requests.)

Name: _____ Student ID: _____
first middle last

☐ E-mail Address: _____ Date of Birth: _____

☐ *Change **local** address to: _____
street city/state zip telephone #

☐ *Change **permanent** address to: _____
street city/state zip telephone #

☐ Change **name** FROM _____ TO _____
Last first mi Last first mi

(You must submit a copy of appropriate documentation in order to change your name.)

☐ Change **social security number** FROM _____ TO _____
incorrect social security number correct social security number

(You must submit a copy of your Social Security Card in order to correct your social security number.)

☐ Gender *(You must submit a copy of a state or federal identity document in order to change your gender.)*

_____ _____ _____
Student signature Date Daytime telephone number

SUBMIT COMPLETED FORM AND DOCUMENTS:

- In person: Visit any South Plains College location
- By Email: Send via your official SPC email address using encryption to admissions@southplainscollege.edu

For office use only (please initial): Social Security Number: _____

*Current Resident Code _____ *Requires Resident Code Review _____

Route to Dean of Admissions and Records for Review _____

Received by: _____Date received: _____Completed by: _____Date Completed: _____