

STUDENT INFO

Please provide me with a copy of my student records or information about my enrollment at Berkshire Community College as indicated below:

Student Name _____
LAST FIRST M FORMER

Student ID _____

Signature _____ Date _____

The following items can normally be made available while you wait:

- Transcript - Unofficial
- Final Grade Report for the _____ semester
- Student Class Schedule for the _____ semester

The following items normally require a 24-hour notice:

- Verification of enrollment for the _____ semester
- Completion of the attached form (i.e., student loan deferment, verification for insurance) for the _____ semester
- Other information (please describe): _____

Section 30 Form* (Pickup Only). Contact phone number: _____

*This may take up to two weeks to complete.

For items requiring a 24-hour notice:

- I will pick up the completed information.
- Please fax my request to the following:
 Agency or Person _____ Fax # _____
- Please email my request to: _____
- Please mail my request to: _____

OFFICE USE ONLY

Request completed by _____ Date _____