



Shasta College
Veterans Services
PO Box 496006, Redding, CA 96049-6006
Phone: (530) 242-7597
Email: VeteranServices@shastacollege.edu

Verification / Release of Student Records

Veterans Services Verification Needs Only

(All non-Veterans and Military verification / release of student records requests must be processed through the admissions & financial aid office)

Student requests for personal information **must be submitted to Veterans Services via in-person, email or mail along with valid government-issued photo identification**. Shasta College will maintain a copy of the student's photo ID with the information request. Requests for information cannot be submitted by an individual other than the student making the request. Information is verified at the time of processing. **Please allow up to five business days for processing.**

Student Information

First Name: _____ Last Name: _____

Student ID: _____ Date of Birth: _____ Prior Last Name(s): _____

Address: _____
Street City State Zip Code

Email: _____ Phone #: _____

List all the information that needs to be verified

Provide information to (In-person, Email, or mail address)

(Person picking up information in-person must provide a valid government-issued photo ID)

Authorized by student signature: _____ Date: _____

FOR OFFICE USE ONLY

☐ Verification of Acceptance/Admissions:

Pursuant to our open-door policy, the above-named student is admissible to Shasta College without any further approval. Our institution offers course work that can lead to an associate degree and/or transfer to a four-year institute, as well as vocational course work. Shasta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

☐ Financial Aid &/or VA Education Benefit Verification

- ☐ student is not certified to use VA Education Benefits at Shasta College.
- ☐ student is certified to use VA Education Benefits at Shasta College. See attached documents.

☐ Unofficial Transcripts from Shasta College

An unofficial copy of the student's Shasta College transcripts is attached.

☐ Transcripts from other institutions

Unofficial copy(ies) of the above-named student transcripts sent to Shasta College is/are attached. Shasta College cannot verify the accuracy of transcripts from other institutions.

☐ Current Enrollment: Information valid as of date verified/processed.

- ☐ student is not actively enrolled at Shasta College.

Registration for the _____ semester begins _____

Dates of semester term are _____ to _____

Currently Enrolled in _____ units defined as

| | | |
|-------------------------|-------------------------|----------------------------|
| Full Time Status | Half Time Status | Less than half time |
| (12 units or more) | (6 – 11.5 units) | (5.5 units or less) |

Expected date of graduation: _____

☐ Prior Enrollment

See attached documents for prior enrollment data.

Note: Shasta College does not guarantee document authenticity after the verification documents are sent or picked up.

Date received: _____ Date verified/processed: _____ Evaluated by: _____

Transcript annotated: _____ Attachment(s): _____ # of pages (not including this page)