



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

VERIFICATION REQUEST FORM

Rush -- Same Day \$ 10.00/ each

Regular -- 10 Business Days \$ 3.00/ each

Last Name		First Name		Middle	Student I.D. Number
Address					Social Security Number
City	State		Zip Code		Date of Birth (00/00/0000)
Maiden or Other Names			First Semester of Attendance		Email Address
Signature				Today's Date	Phone Number

I understand that: under the Family Educational Rights and Privacy Act (FERPA) of 1974, verification may not be released without the written consent of the student.
 Verification will not be processed without student signature.

Check here if you would like the verification sent to your home address. Regular Rush _____ Total Requested
 Regular Rush _____ Total Requested

SEND TO: _____
 ATTN: _____
 ADDRESS: _____
 CITY, STATE ZIP: _____

SEMESTER TO BE VERIFIED

Fall Spring
 Winter Summer

Year _____

I am Requesting:

- Verification of Enrollment:** Indicates the number of active units as of the current date and whether you are enrolled full-time (12 units or more), ¾ time (9-11 units), half-time (6-8 units) or less than half-time (6 units or less). Includes the semester start and end dates.
- Work in Progress:** List of enrollment for the semester with add and drop dates, and total active units as of the current date. Includes a statement of full-time (12 units or more), ¾ time (9-11 units), half-time (6-8 units) or less than half-time (6 units or less).
- Good Student Insurance Discount:** Designed to satisfy the requirements of automobile insurance discount programs. Includes the current active units, whether or not you have a "B" average in the immediately preceding semester and whether or not you have an overall GPA of a 3.0 "B" or better.
- Special Form to be Completed is attached**
- Verification of Non-Enrollment**

Clerk:		Date	<input type="checkbox"/> AF	<input type="checkbox"/> PAF	Official Use Only	
Request	Holds	Payment Information		Mailed	Date Mailed	Reordered
Rush	<input type="checkbox"/> No Holds	\$10.00 per copy x _____ copies = \$ _____		<input type="checkbox"/> Mailed	Date: _____	Date: _____
Regular	<input type="checkbox"/> No Holds	\$3.00 per copy x _____ copies = \$ _____		<input type="checkbox"/> Mailed	Date: _____	Date: _____
Total		\$ _____				