



# Enrollment Verification Request

Records Office • Fax: (386) 506-4489  
• Phone: (386) 506-3876  
• Records@DaytonaState.edu

**PLEASE submit a separate request for each address.**

Student ID Number \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Maiden/Other Name \_\_\_\_\_

**SELECT the items to be certified.**

Current Enrollment Status for _____ Semester. <input type="checkbox"/> College Credit <input type="checkbox"/> Vocational Credit <input type="checkbox"/> Adult Education	Past Enrollment Status for _____ Semester. <input type="checkbox"/> College Credit <input type="checkbox"/> Vocational Credit <input type="checkbox"/> Adult Education	<input type="checkbox"/> Major <input type="checkbox"/> Residency <input type="checkbox"/> Other <small>(Complete and sign all pre-printed forms)</small> <input type="checkbox"/> Letter of Non-Attendance
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*The certification will be reported in accordance with the Academic Record as of the date prepared.*

**MUST BE COMPLETED**

Daytona State College Anticipated Graduation Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This request cannot be processed without your signature.**

**CHECK the appropriate box.**

Mail Enrollment Verification to address listed below

I will pick up Enrollment Verification. Which Campus? \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Campus:  Daytona Beach  DeLand  Flagler/Palm Coast  New Smyrna

**Certification is to be mailed to:**

Name / Institution / Agency \_\_\_\_\_

Attention to / Room # \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

- Please allow 3 business days after receipt of request for processing.
- Daytona State College does not charge a fee for enrollment verification requests.

<b>Advanced Technology College</b> 1770 Technology Blvd. Daytona Beach, FL 32117 (386) 506-4100	<b>Daytona Beach Campus</b> 1200 W. Int'l Speedway Blvd. Daytona Beach, FL 32114 (386) 506-3000	<b>DeLand Campus</b> 1155 County Road 4139 DeLand, FL 32724 (386) 785-2000	<b>Deltona Campus</b> 2351 Providence Blvd. Deltona, FL 32725 (386) 789-7302	<b>Flagler/Palm Coast Campus</b> 3000 Palm Coast Parkway S.E. Palm Coast, FL 32137 (386) 246-4800	<b>New Smyrna Beach-Edgewater Campus</b> 940 10th St. New Smyrna Beach, FL 32137 (386) 423-6300
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