



- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> <b>Ashland</b><br>2100 Beaser Ave<br>Ashland, WI 54806 | <input type="checkbox"/> <b>New Richmond</b><br>1019 South Knowles Ave<br>New Richmond, WI 54017 | <input type="checkbox"/> <b>Rice Lake</b><br>1900 College Drive<br>Rice Lake, WI 54868 | <input type="checkbox"/> <b>Superior</b><br>600 North 21 <sup>st</sup> Street<br>Superior, WI 54880 |
|---|--|--|---|

**NOTE: FORM WILL NOT BE PROCESSED UNTIL SECTIONS 4 & 5 HAVE BEEN COMPLETED BY A NORTHWOOD TECH STAFF MEMBER**

**SECTION 1: Student Information:**

Student Name: \_\_\_\_\_ **Effective Date of Change:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student ID: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Current Address: \_\_\_\_\_ Current City/State/Zip Code: \_\_\_\_\_

Previous Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Type (Please Circle): Mobile Home Work

Current Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Type (Please Circle): Mobile Home Work

Social Security Number to be added to my record: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

---

Student Signature or Northwood Tech Staff Member that Authenticated Student ID \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 2: Name Change: To complete a name change, you must present a state or federally issued picture I.D. card showing official recognition and usage of the new name.**

Previous Name: \_\_\_\_\_ New Name: \_\_\_\_\_

Do you want your student email address changed to reflect your name change?: Yes or No  
(If Yes, email will be changed to: "New Last Name" @NorthwoodTech.edu)

**SECTION 3: Social Security Number correction: To have your social security number corrected in our system, you must present your Social Security card.**

Previous SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ New SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Staff Use Only**

<p><b>SECTION 4: (Circle Option Used to Verify Student Identity)</b></p> <p>Option One: "One" Form of Photo ID</p> <ul style="list-style-type: none"> <li>• Student ID</li> <li>• Driver's License</li> <li>• Passport</li> <li>• DMV Authorized ID Card</li> </ul> <p>Option Two: Or "Two" of the following may be used in place of a photo ID</p> <ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• Birth Certificate</li> <li>• Utility Bill</li> </ul> <p>Option Three: OR "Three" of the following presented verbally or in writing</p> <ul style="list-style-type: none"> <li>• Student ID Number</li> <li>• Last 4 Digits of Social Security Number</li> <li>• Month and Day of Birth</li> <li>• Address on File</li> </ul>	<p><b>SECTION 5: (Complete All Applicable Sections)</b></p> <p>Document provided to verify Sections 2 &amp; 3: _____</p> <p>_____</p> <p>Email Change Requested From Shell Lake: ____ / ____ / ____</p> <p>Staff Signature: _____</p> <p>Date Request Completed: ____ / ____ / ____</p>
---	---