



Skyhawk Station

Skyhawk Station, Room 160
skyhawkstation@fortlewis.edu | 970-247-7301

RECORD CORRECTION/AMENDMENT REQUEST

Student Name

Phone Number

Student ID Number

Contact Email Address

Correction or Amendment

The following information needs to be corrected or amended in my student record:

Social Security Number. My correct/amended number is: _____

Date of birth. My date of birth is: _____

Name*: The correct spelling of my name is: _____

*(*Use this form only if your name appears incorrectly in your student record. If you have changed your legal name, please fill out the Name Change Request form.)*

Other Correction/Amendment (please explain): _____

Documentation

If you are changing or correcting your Social Security Number, you must provide a copy of your Social Security Card and a photo ID. No changes will be made to your record in the absence of this documentation. You may be asked to provide other documentation, depending on the change you are requesting.

Student Signature

Date

For Registrar's Office Use Only

Processed by: _____ Date: _____ Email Sent to Billing Office: Yes No