

STUDENT INFO

Please provide me with a copy of my student records or information about my enrollment at Berkshire Community College as indicated below:

Student Name _____

Student ID _____

Note: If you do not remember your Student ID, please provide the last 4 digits of your social security number and date of birth.

Social Security Number (last 4 digits) _____ Date of Birth _____

Signature _____ Date _____

The following items can normally be made available while you wait:

- ☐ Transcript - Unofficial
- ☐ Student Class Schedule for the _____ semester.

The following items normally require a 24-hour notice:

- ☐ Verification of enrollment for the _____ semester.
- ☐ Completion of the attached form (i.e., student loan deferment, verification for insurance) for the _____ semester.
- ☐ Other information (please describe) _____

☐ Section 30 Form* (Pickup Only). Contact phone number: _____

*This may take up to two weeks to complete.

For items requiring a 24-hour notice:

- ☐ I will pick up the completed information.
- ☐ Please email my request to: _____
- ☐ Please mail my request to: _____

OFFICE USE ONLY

Request completed by _____ Date _____