



ACADEMIC RECORDS REQUEST FORM

Only fully completed forms will be accepted and processed.

Personal Information

Social Security No. (if no CF ID No.): _____ CF ID No.: _____ Date of Birth: _____

Legal Name: _____
Last First Middle (complete) Jr., etc.

Former Name(s): _____ Daytime Telephone No.: _____

Mailing Address: _____
Street/P.O. Box City State Zip Code

Program(s) Attended: _____

Last Year Attended: _____ Did You Graduate? Yes No

Delivery Method (limited to two copies)

- Pick up the following number of copies: _____
 To be picked up by: _____
 (ID must be presented at time of pick up)
- Mail _____ copy(ies) to my mailing address
- Mail _____ copy(ies) to another organization
- Provide to the following other CF office for appeal:

Please mail a copy of the academic records request to:

Name of Organization: _____

Address: _____

City: _____

State: _____ ZIP Code: _____

Requested Records

- Transcripts
- Unofficial Certificate
- (Photocopy) Verification Letter
- Academic Appeal Documents (grade, withdrawal, suspension, repeat, etc.)
- Financial Aid Appeal Documents
- Other: _____

Important Notes and Signature

- Please allow 5-7 business days for processing of records request.
- Requests of more than 10 pages will incur a cost of 10 cents (\$.10) per page.
- Incomplete or unsigned request will not be processed. ID must be presented at submission.
- To request GED® records please visit www.ged.com.

Applicant's Signature _____

Date _____

CF Campus Locations

Ocala Campus
 3001 S.W. College Road
 Ocala, FL 34474-4415
 352-873-5800

Citrus Campus
 3800 S. Lecanto Highway
 Lecanto, FL 34461-9026
 352-746-6721

Jack Wilkinson Levy Campus
 15390 N.W. Highway 19
 Chiefland, FL 32626
 352-658-4077



NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION, USAGE AND RELEASE

Florida Statute 119.071(5) and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage and release of your Social Security number by the College of Central Florida.

CF collects uses and releases your Social Security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access; strictly prohibit the release of your Social Security number to unauthorized parties in compliance with to state and federal law, and assign a unique CF Identification number. This identification number will be used for all associated employment and educational purposes at CF. Specifically, CF collects, uses or releases a Social Security number for the following purposes:

- **Admissions**

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for CF to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to CF, but the IRS is then authorized to fine the student in the amount of \$50. In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes—new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act.

- **Continuing Education, Corporate Training**

Under Florida education reporting requirements students who enroll in Continuing Education and Corporate Training seminars are required to submit their Social Security number.

- **Financial Aid**

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

- **Human Resources**

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: Employment Application Forms; Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Revenue); Workers Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.

- **Workforce Programs**

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

- **Miscellaneous**

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing and tax reporting.

- **Release Statement**

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a–6h).

- **Independent Contractors**

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.