

Notice of Name Change (And Related Student Records)



This form is used to request a name change in FKCC student records. You must provide a copy of proof of the name change with documentation such as a driver's license, marriage certificate, divorce decree or related court-approved document.

Once you submit this form with required documentation, your name should be updated within 48 hours. Your FKCC email address, portal login, D2L login, and D2L email address will change to your correctly-spelled name.

You will receive an email confirmation when the process is complete.

Student ID or Last Four Digits of SSN _____ Date of Request _____

Current Name in FKCC Records _____ New Name _____

Current Phone Number in FKCC Records _____ New Phone Number _____

Current External Email Address _____ New External Email Address _____

Current US Mail Address _____ New US Mail Address _____

Reason for Name Change _____ Date of Change _____

Are you currently enrolled in an online course? Yes No

Signature _____

This form and supporting documentation may be **faxed to 305-292-5163** or **scanned and emailed from your [fkcc.edu](mailto:admissions@fkcc.edu) address to admissions@fkcc.edu**. It is important to use your FKCC email account for security purposes.

ES Staff Only:		
Edit name in SPAIDEN (first screen only)		
Change name on E-file account		
Create a spice works to edit email, portal, and D2L login	Initial _____	Date _____