



Certificate Completion Request

Instructions: Please complete all information. Please PRINT.

Today's Date: _____ ID#: _____

Name: _____ SS#: _____

(As you want it to appear on your certificate. You may use a middle initial only.)

Prior Name(s): _____

Current Address: _____

Street or PO Box

City

State

Zip

Phone #: () _____ () _____

(Home)

(Work)

Address Certificate should be mailed to (if different than above):

Street or PO Box

City

State

Zip

Certificate completed: _____

Campus: Elkhorn Kenosha Racine Completion Date: _____

Employment Status Survey:

I am employed (or job pending) and do not need job placement services, but I know services are available in the future.

I am employed/underemployed, but looking for employment. Have the SAESO contact me.

I am unemployed and need job placement services. Have the SAESO contact me.

I have no need for job placement services at this time, but I know services are available in the future.

Other: _____

OFFICE USE

Counselor: OK to release as completer? Yes No Audited by: _____ (Initial & Date)

Final GPA: _____ Comments: _____

Records Staff: Completion Date: _____ SGRD Updated: _____ Counselor Letter: _____

Debt from: _____ Notified: _____ Certificate Ordered & Student Notified: _____

Final Transcript Sent: _____ Certificate Sent: _____