Alabama Commission on Higher Education

Certification of Student Enrollment Override Records

Institution: _____

FICE Code: _____ **Number of Override Records:** _____

Verification of Student Enrollment

Encrypted Student ID	Date of Birth	Student Name	Term/Year Enrolled	Reason not previously reported
Ex: 876914327	01/22/1968	Jonathan Berry	FA 1998	Enrolled prior to FA 1998

I certify that the students identified in detail above have been previously enrolled at the above institution and awarded degrees for programs completed. However, these students have not been reported to ACHE as enrolled for the reasons given.

Student Database Contact:

Signed: _____

Print Name: _____

Title: _____

Date: _____

Registrar Office:

Signed: _____

Print Name: _____

Title: Registrar

Date: _____

Instructions: Fax or mail this signed sheet to:
Alabama Commission on Higher Education
Attention: Diane Sherman
P.O Box 302000
Montgomery, AL 36130-2000
FAX: (334) 242-0268

Questions: Contact Diane Sherman at (334) 242-2742

Revised February 14, 2014