

#### A) Request a proof of enrollment via My MC:

- Log-in to My MC by clicking on the yellow button at the top of the page
- Click on "Request MC Transcript or Enrollment Verification" under Student Quick Links
- Click on "Free Enrollment Verification" and then on the "National Clearing House button", and follow the directions to obtain an enrollment certificate
- If you need help with My MC, call 240-567-5000, choose option 1 for English, and then option 2 for My MC

#### B) Do you need a customized letter from our Program?

- Please be aware that due to grant regulations, the AELG program will not produce verification of enrollment letters to students who held any of these visas: (F-1) Student visa , or (J-1) Exchange visitor visa, at the moment to join and attend our classes.
- Complete and sign the **Verification of Student Enrollment** form.
- This form **MUST** have all of the class information, as well as, the number of hours attended. Site Mentors are responsible for verifying student's current class & attendance information. A center coordinator may do it, if there isn't a mentor available at the site. Program Directors are responsible for doing it at sites with no site mentors, or center coordinators. Incomplete forms will be returned.
- Bring this form in person to our offices (***third parties requesting verification of enrollments for MC students must follow instructions of paragraph D***) along with your Montgomery College student ID card, or any other form of picture identification. In order to request a verification of enrollment, students have to be officially enrolled in Montgomery College and have a Montgomery College student ID number. Students who have not received their registration confirmation will have to wait until getting it, in order to process their request.
- Submit the completed Verification of Student Enrollment form in person in our offices located at 11002 Veirs Mill Rd., suite #210, Silver Spring MD 20902

#### C) Do you need us to complete another organization's form?

Often employers, insurance companies, transfer admissions or scholarship applications, and rental applications require a form that needs to be completed by an Admissions and Records staff member.

- Bring this form to our offices, along with your Montgomery College student ID card or any other form of identification. If you do not have a MC student ID card you must bring another form of identification.

**D) A third party requesting/picking up a verification on behalf a student:** Student's information is protected by Federal and State laws. When a student reaches the age of 18, or begins attending a postsecondary institution regardless of age, FERPA **rights** transfer to the student, regardless of who is paying the tuition bill. **FERPA** is a federal law that limits access to student education records, including grades and class schedules. This means that Montgomery College cannot release any of the student information to a third party unless he/she complies with the following requirements:

**Third parties picking up verification on behalf a student are required to have picture ID and a release that is:**

1. Signed and dated by the student.
2. States the person's full name that is picking up the enrollment verification.
3. States that the student gives Montgomery College permission to release the student's enrollment verification to individual named in the release.

**All of the verification requests are processed within five (5) business days; allow seven (7) business days during registration periods.**



## Verification of Student Enrollment

Students need to bring this request along with their MC ID card, or any other form of picture identification card to our offices.

**MONTGOMERY COLLEGE**  
**WORK DEVELOPMENT & CONTINUING EDUCATION**  
**Adult ESL and Literacy Grant Program**  
11002 Veirs Mills Road, 2nd Floor, Suite #210  
Silver Spring, MD 20902

**Student Information: (To be filled out by the student making the request)**

Student ID:	M-									Daytime Phone #:	
Student Name:											
	Last name			First name			Middle name				
Address:											
	Street (#, name and type)					City		State	Zip Code		

Is the Student currently enrolled and attending classes? YES ☐ NO ☐

If the student is not in class, please enter year(s) attended: \_\_\_\_\_

If the student is currently in class and attending, please complete the information below

Session: ☐ Summer II ☐ Fall ☐ Spring ☐ Summer I Site:  Class Code(s):  /   
(Enter all class codes, if attending more than one class)

Number of Hours Attended:  
(Enter attendance for all classes, if attending more than one class)

/

Site Mentor Signature:

**To whom should we address the letter: (To be filled out by the student)**

Requesting Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Purpose of the letter \_\_\_\_\_

**What information do you want our program to disclose? Student, please mark all boxes that apply.**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Student I.D. number       | <input type="checkbox"/> Student First Day of Class | <input type="checkbox"/> Student Attendance        | <input type="checkbox"/> Student Class Records |
| <input type="checkbox"/> Student Registration Date | <input type="checkbox"/> Class Schedule             | <input type="checkbox"/> Student Completion Status | <input type="checkbox"/> Other _____           |

Student's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

By signing this form, I authorize the AELG Program at Montgomery College to release the requested information. Requests are processed within five (5) business days after the drop off date. Allow seven (7) business days during registration periods. Incomplete forms will not be processed. Third parties picking up a verification letter are required to show a picture ID and a release that is signed and dated by the student, stating first, the person's full name that is picking up the enrollment verification, and second, stating that the student gives permission to Montgomery College to give the student's enrollment verification to individual named in the release. Verifications will not be generated for students who have financial holds.