

CENTRAL TEXAS COLLEGE

Name and Address Entry (NAE) Request Form

Please PRINT clearly and
Return Form to Lobby Counselor

Last Name _____

First Name _____

Middle Initial _____

Address _____

City, State, Zip _____

Social Security Number _____ Telephone (____) _____

Date of Birth (mm/dd/yyyy) _____

I have been advised that I need to take a placement test prior to meeting with an academic counselor to establish a degree plan to study at Central Texas College.

I provide the above information to Central Texas College to start a student data system record for my pending test results.

I understand that this information does not substitute for an application for admission, and that I am required to submit the *Central Texas College Application for Admission* after meeting with an academic counselor to register for class.

Signature

Date

Privacy Notice

With a few exceptions, you are entitled to be informed about the information Central Texas College collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have Central Texas College correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the Central Texas Standard Operating Procedures. The information that Central Texas College collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

Social Security Disclosure

Disclosure of your social security number (SSN) is requested from you in order for Central Texas College to identify your records. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in records being delayed or misplaced. Further disclosure of your SSN is governed by the applicable law.

For Staff Use -- Forward to Admissions

Staff _____

Date _____