

ESSENTIAL TOOLS AND RESOURCES FOR SCHOOLS

REQUIRED DOCUMENTATION FOR STUDENT PROFILE EDITS IN SHEARS

No changes will be made to a student's profile without proper documentation. A school can edit a student's phone number, email address and mailing address through SHEARS.

For the following corrections or changes to a student profile, provide proper documentation for verification:

- Name
- Date of Birth
- Social Security Number
- Posting of Hours or Corrections
- Enrollment or Drop Dates
- Program Enrollment Type

Proper Documentation: (examples)

- Driver's License
- Passport
- Birth Certificate
- Government issued ID
- High School ID Card
- Social Security Card
- Attendance Records
- Student permit application (if this is the only form of documentation used for enrollment in course type)
- Enrollment Contract or Agreement