



Records Office  
120 White Bridge Road  
Nashville Tn 37209  
615-353-3218 (Phone)  
615-353-3302 (Fax)  
records@nsc.edu

## Letter of Good Standing

### Student Information:

*(This section to be completed by student.)*

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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### Letter of Good Standing Should Be Sent To:

*(This section to be completed by student.)*

Name/Organization/School: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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*(This section to be completed by Records Office Personnel ONLY)*

The student listed above

\_\_\_\_\_ **IS** currently in good standing at NSCC.

\_\_\_\_\_ **IS NOT** currently in good standing at NSCC.

The student is \_\_\_\_\_ full-time \_\_\_\_\_ part-time \_\_\_\_\_ not registered  
in the \_\_\_\_\_ semester.

Please contact our office if you require more information.

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\_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ Date