



Member of



**Letter of Non-Attendance**

Records Office

Suite: 207, Student Services Center

120 White Bridge Rd. - Nashville, TN 37209

Phone: (615) 353-3218 / Fax: (615) 353-3302 [records@nsc.edu](mailto:records@nsc.edu)

**Student Information:**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

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

Phone# \_\_\_\_\_

Email Address \_\_\_\_\_

**To be mailed/faxed to:**

Attn: \_\_\_\_\_

Business/Institution \_\_\_\_\_

Address \_\_\_\_\_

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

Phone# \_\_\_\_\_

Fax# \_\_\_\_\_

Email Address \_\_\_\_\_

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

Date: \_\_\_\_\_

**Please allow 24-48 Hours for processing. Letters of Non-Attendance will be mailed, faxed, or emailed directly to the Business or Institution indicated. Letters will not be given to the student.**