



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@nscc.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.

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