

McLennan Community College
Office of Student Records
1400 College Drive
Waco, TX 76708

Non-Enrollment/Never Attended Verification Request

Please Note: A letter requesting verification of Never Attended cannot be processed if a withdrawal occurred after the start date of a semester where a "W" grade was assigned.

This request takes approximately 2 business days to process.

Please type or print legibly (complete this form in its entirety to ensure request will be processed in a timely manner)

Social Security Number: _____ Date: _____

Student's Name: _____
Last First Middle

Date of Birth: _____

Signature: _____

I would like McLennan Community College to send a letter of (Please Select One):

- Never Attended
 Not Currently Enrolled Fall Spring Summer 1 Summer 2 Year: _____

Please select how you would like for the letter to be delivered:

- Mail Fax Email Student Pick Up

Name/Company/Institution: _____

Address: _____

Fax (Attention/Number): _____

Email: _____

Submit form by email or fax. Information is listed below.

McLennan Community College
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