

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

Send completed and signed request to:
khenderson@mcclennan.edu
254-299-6210 - Fax

Non-Enrollment/Never Attended Verification Request

Please note that this request takes approximately 2 business days.

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: _____

McLennan Community College
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slwilliams@mcclennan.edu • Student Records Fax: 254-299-6210
An Equal Opportunity Institution