**Statement of Non-attendance**

Forms may be submitted in person with picture ID, by mail or faxed. Mailed and faxed requests require a copy of your driver’s license, Social Security card, or other identification showing your signature.

Mailing address: Admissions & Records, 43500 Monterey Avenue, Palm Desert, CA 92260
Fax number: 760-862-1379

<table>
<thead>
<tr>
<th>Student Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT Last Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

Choose one:

These requests require 21 business days to process.

- ☐ An official letter from the College stating this student never completed any courses at COD.
- ☐ A letter from the College stating:
  
  ______________________________________________________
  
  ______________________________________________________

☐ Other

Please choose one of these three options:

- ☐ Student Pick-up
  
  Mail to: ____________________________________________
  
  ______________________________________________________

- ☐ Email to: ________________________________________
  
  ______________________________________________________

☐ I authorize ______________________ to pick up this enrollment verification and understand that he/she will be required to provide picture ID.

Student Signature

I release College of the Desert and its agents from any liability for consequences which may result from provision of the requested information.

________________________________________________________________________

________________________________________________________________________

Student Signature Date

Office Use Only

☐ Picture ID Verified

Processed by: ______

Student notified: __________

Revised 11/16