



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

Student Information:

PRINT	Last Name	First Name	Student ID
Address		City	State Zip
_____		_____	_____
Email Address		Daytime telephone number	
_____		_____	

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: _____