



Email: registrar@laniertech.edu

2535 Lanier Tech Drive  
Gainesville GA 30507

### Request for Letter of Non-Attendance

- **The information requested on this form must be listed for the order to be processed.** This request form is for former students only, not current.
- Request for Letters of Non-Attendance are processed by the Registrar’s Office.
- Please allow two business days for processing.

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student ID Number or last 4 of SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Distribution Instructions:**

\_\_\_\_\_ Mail document to: \_\_\_\_\_

\_\_\_\_\_ Email Document to: \_\_\_\_\_

\_\_\_\_\_ I will pick up document at: \_\_\_\_\_ Campus

\_\_\_\_\_ I have never been a student at Lanier Technical College

\_\_\_\_\_ I have been a student before but need a letter of non-attendance for the following semester: \_\_\_\_\_

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### The student signature is required.

Student Signature: \_\_\_\_\_

*Letters of Non-Attendance cannot be provided for students accepted for an upcoming semester until after the Drop/Add Period for that semester.*

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

As set forth in its student catalog, Lanier Technical College does not discriminate on basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

**Title IX Coordinator:** Nancy Beaver, 2535 Lanier Tech Dr, Gainesville, GA 30507, Breeden-Giles, 1131 G, Ph: 770-533-7001 or Email: [nbeaver@laniertech.edu](mailto:nbeaver@laniertech.edu)

**Section 504/ADA Coordinator:** Veronica Bowermaster, 2535 Lanier Tech Dr, Gainesville, GA 30507, Breeden-Giles, 1130, Ph: 770-533-7003 or Email: [adacoordinator@laniertech.edu](mailto:adacoordinator@laniertech.edu)