



Member of



Records Office
120 White Bridge Road
Nashville, TN 37209
615-353-3218 (Phone)
615-353-3302 (Fax)

Letter of Good Standing

Student Information:

(This section to be completed by student.)

Name: _____

Student ID: _____ Date of Birth: _____

Address: _____

City/State/Zip: _____

Student Signature: _____ Date: ____/____/____

Letter of Good Standing Should Be Sent To:

(This section to be completed by student.)

Name/Organization/School: _____

Street Address: _____

City/State/Zip: _____

(This section to be completed by Records Office Personnel ONLY)

The student listed above:

_____ **IS** currently in good standing

_____ **IS** on academic probation

_____ **IS** on academic suspension

Enrollment Status: _____ full-time _____ part-time _____ not registered

Enrollment Status Semester : Fall Spring Summer Year: _____

(Circle One)

Records Office Representative

Title

Date