



## Letter of Non-Attendance Request

Office of the Registrar  
3640 Colonel Glenn Highway  
Dayton, OH 45435  
101 University Hall  
Phone: (937) 775-4000  
Email: [wsu-registrar@wright.edu](mailto:wsu-registrar@wright.edu)

**Please complete this form and submit a photo ID copy to request that we provide a Letter of Non-Attendance confirming  
to another institution to which you have applied for admission that you did not complete  
any coursework at Wright State University.**

### 1. Student information:

SSN (last four): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

### 2. Institution to which we should provide confirmation:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

As required by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), by my signature I hereby authorize Wright State University to provide a Letter of Non-Attendance confirming that I did not complete any coursework at Wright State University to third-party I have identified above. This authorization shall remain in force until such time as I submit to RaiderConnect a written and signed notification rescinding my permission.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date