



## Request for Transcript\* For Full-time Employees

**\*Some schools require a processing fee. The employee is responsible for ordering his/her official transcript from the High School, College, University, or Testing Agency and for paying any processing fees.**

This request is addressed to:

\_\_\_\_\_  
Name of High School, College, University, or Testing Agency

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

I have accepted employment with Collin College. Please forward an official transcript of my record at your institution to the Collin College Human Resources Office. Official transcripts must be received by Human Resources in one of the following formats:

- Mailed directly to HR from the degree granting institution to the attention of  
**Cherie Hill**  
**Human Resources Office**  
**Collin College – Higher Education Center**  
3452 Spur 399, 3<sup>rd</sup> Floor  
McKinney, Texas 75069
- Hand-delivered in sealed letterhead envelopes from the degree granting institution
- Emailed directly to HR (URL link to access the transcript must be sent directly from the degree granting institution)
- Transmitted to the Collin College Registrars' Office through the authorized Electronic Transcript Network

If there is some reason why the transcript cannot be forwarded to Collin College, please indicate below:

More information necessary

Student owes school money

No record of student

Other reasons, please explain: \_\_\_\_\_

**PLEASE ATTACH THIS FORM TO THE REQUESTED TRANSCRIPT**

\_\_\_\_\_  
**PRINT:** Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Indicate any other names used (include nicknames)

\_\_\_\_\_  
Maiden Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Place of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Dates of Attendance

\_\_\_\_\_  
If graduated, give dates

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Date