



Request for Transcript* For Associate Faculty

***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
Jonene Kemp
Human Resources Office
Collin College – Higher Education Center
3452 Spur 399, 3rd 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