

**COLLIN COUNTY COMMUNITY COLLEGE  
REQUEST FOR TRANSCRIPT\***

This request is addressed to:

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

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Address

City

State

Zip

I have submitted an application for admission to Collin County Community College. Please forward an **official transcript/score report** of my record at your institution to:

Office of Admissions  
Collin County Community College  
P. O. Box 8001  
McKinney, TX 75069-8001

If there is some reason why the transcript/score report cannot be forwarded to Collin County Community College, please indicate below:

- More information necessary
  - Student owes school money
  - No record of student
  - Other reasons, please explain: \_\_\_\_\_
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**(PLEASE ATTACH THIS FORM TO THE REQUESTED TRANSCRIPT)**

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Print Last Name

First

Middle

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Any Other Name(s) Used (include Nick Names)

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Present Mailing Address

City

State

Zip

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Date of Birth

Place of Birth

Social Security Number

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Dates of Attendance

If graduated, give dates

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Signature

Date

Some schools require a processing fee. The student is responsible for determining the amount of the fee and paying the fee.

\*With few exceptions, state law gives you the following rights regarding the information collected by CCCC about you: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information about you that is incorrect.