

Collin County Community College Request for Transcript*

For Part-Time Non-Teaching Staff

***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

I have accepted employment with Collin County Community College. Transcripts must be sent directly to Human Resources, not to the student. Please forward an official transcript of my record at your institution to:

**Attention: Mae Francis
Human Resources Office
Collin County Community College
P.O. Box 8001
McKinney, Texas 75070-8001**

If there is some reason why the transcript 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: _____

PLEASE ATTACH THIS FORM TO THE REQUESTED TRANSCRIPT

Print: Last Name

First

Middle

Any Other Names Used (Include Nick Names)

Maiden Name

Date of Birth

Place of Birth

Social Security Number

Dates of Attendance

If graduated, give dates

Employee/Student Signature

Date