

# Collin County Community College 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

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: Jonene Kemp  
Human Resources Office  
Collin County Community College  
P.O. Box 869055  
Plano, Texas 75086-9055**

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**

_____ <b>Print:</b> 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