



Request for Transcript* For 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
**HR Records – Data Management
Human Resources Office
Collin College Higher Education Center
3452 Spur 399, Suite 339
McKinney, Texas 75069**
- Hand-delivered in sealed letterhead envelopes from the degree granting institution
- Emailed directly to **HR_transcripts@collin.edu** (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 Signature

Date