

EMPLOYEE EDUCATIONAL DATA

PRIVACY ACT NOTICE: In accordance with the provisions of the Privacy Act of 1974 protecting against unwarranted invasion of individual privacy, this information is not to be reproduced or used for any other purpose and will be adequately protected under lock and key while it is in the recipient's custody. It will be disposed of by burning, shredding, or pulping in such a manner that the above intent is carried out.

INSTRUCTIONS: Please complete this form according to the instructions and return it to the Human Resources Office. In order to keep your education record up-to-date, be sure to notify the personnel office whenever you attain a higher level of education than the level you show on this form. If you have any questions, please contact the **HRO Services Section at 733-4116**.

LAST NAME-FIRST NAME-MIDDLE INITIAL OF EMPLOYEE	SOCIAL SECURITY NUMBER

EDUCATION LEVEL: (Refer to Attachment 1) - Insert the code in the box to the right which best represents the HIGHEST level of education you have attained.	
--	--

YEAR GRADUATED: Insert in the boxes to the right the last two digits of the year in which you attained your highest level of education. (This includes year graduated High School.)		
--	--	--

INSTRUCTIONAL PROGRAM: (Refer to Attachment 2) - Insert the six-digit code in the boxes to the right that best describes your major field of study.						
--	--	--	--	--	--	--

NUMBER OF CREDIT HOURS:					
-------------------------	--	--	--	--	--

Enter total number of hours.

TYPE OF CREDIT HOURS:	
-----------------------	--

Enter: "1" for Semester Hours, or
"2" for Quarter Hours

TYPE OF SCHOOL & NAME OF COLLEGE:	
-----------------------------------	--

Enter in the box to the right ONE of the following codes and the name of the college attended.

- (B) Junior College
- (C) College or University
- (H) High School
- (S) Secretarial, Business or Commercial School
- (V) Vocational, Trade or Tech School (High School Level)
- (W) Vocational, Trade or Tech School (Above High School)

EMPLOYEE'S SIGNATURE:	DATE: