

## EDUCATION DATA SHEET

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Please complete this form to ensure accurate input of educational information into the records system. A separate form must be submitted for each entry.  
Transcripts are not required for this update.

1. Education Level – Circle the highest level

- |  |                          |                                |
|--|--------------------------|--------------------------------|
| 00 – NA  | 07 – < one year college  | 15 – First professional Degree |
| 01 – Some elementary school                      | 08 – One year college    | 16 – Post-first professional   |
| 02 – Elementary school                           | 09 – Two years college   | 17 – Master's Degree           |
| 03 – Some high school                            | 10 – Associates Degree   | 18 – Post-Master's             |
| 04 – High school grad or GED                     | 11 – Three years college | 19 – Sixth year Degree         |
| 05 – Terminal occupational pgm<br>--not complete | 12 – Four years college  | 20 – Post-sixth year           |
| 06 – Terminal occupational pgm<br>--complete     | 13 – Bachelor's Degree   | 21 – Doctorate Degree          |
|  | 14 – Post-Bachelor's     | 22 – Post-Doctorate            |

**\*\*Note:** Some college = less than 30 semester hours/45 quarter hours  
One year college = 30-59 semester hours/45-89 quarter hours  
Two years college = 60-89 semester hours/90-134 quarter hours  
Three years college = 90-119 semester hours/135-179 quarter hours  
Four years college = 120+ semester hours/180+ quarter hours and no degree

2. Field of study: \_\_\_\_\_

3. Major/Minor: \_\_\_\_\_

4. Year degree attained: \_\_\_\_\_

5. Credit hours: \_\_\_\_\_

6. Credit type (please circle only one): Semester / Quarter

7. Type of school (please circle only one): College/University  
Junior College  
Vocational/Tech school

8. Academic institution name: \_\_\_\_\_

If you are selected for a job with a specific education requirement or where education can be substituted for experience you will be required to furnish a transcript to verify your education. Fraudulent education claims are subject to disciplinary action that may result in termination from Federal Employment.

I certify that all information provided is correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_