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 for each entry is required.

Transcripts are not required for this update.

1. Education Level – Circle the highest level.

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

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 hour/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 one only) Semester / Quarter

7. Type of school – (Please circle one only) 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 your education 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 _____