



Glendale Community College Registration By Proxy



Students who are unable to register in person may have another person register for them "by proxy." However, in order to comply with federal laws dealing with the confidentiality of official student records (Family Education Rights and Privacy Act of 1974), you must sign a release if you wish to authorize Registration by Proxy. This form must be completed, signed, and submitted at registration time. The proxy must have this form, along with a photo I.D. in order to secure registration materials. The student to be registered (not the proxy) has the ultimate responsibility for the payment of tuition and fees. PLEASE PRINT.

NAME OF STUDENT TO BE REGISTERED _____

Student ID Number _____

NAME OF AUTHORIZED PROXY _____

Proof of Identification Provided: Driver License _____ Other Photo ID _____

I hereby grant approval for the person mentioned above to serve as my authorized proxy for the purpose of my registration at Glendale Community College for the _____ Term 20_____. Such person may have access to any and all of my records needed for the purpose of registering on my behalf including the selection of courses, correction of addresses and telephone numbers, signing documents for me, and the payment of tuition and fees in my absence.

Signature of Student to be Registered

Signature of Proxy

02/29/08



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