

GLENDALE COMMUNITY COLLEGE

Registration by Proxy Form

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 time of registration. The proxy must have the form, along with their 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.

Name of Student to be Registered _____

Social Security Number _____

Name of Authorized Proxy _____

Social Security Number _____

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 _____ Semester 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.

Student Signature

Signature of Proxy