



**Proxy Release of Student Information
(Permission to Act on Behalf of a Student)**

IMPORTANT NOTICE: In compliance with FERPA (Family Educational Rights and Privacy Act of 1974), the student must complete this form. For additional information regarding the FERPA confidentiality policy, please visit the U.S. Department of Education website: <http://www.ed.gov/policy/gen.guid/fpco/ferpa/index.html>.

If someone other than the student needs to pick up an I-20 or additional documents, *the student must complete this release.* Documents will not be released without this Proxy Release. A new Proxy Release must be presented for each request.

STUDENT INFORMATION (Please Print):

Name (First/Last): _____

Student ID Number: _____

Current Address: _____

Telephone Number: _____

E-Mail Address: _____

Type of information to be released (examples: I-20, letters, etc.): _____

(Note: Entire files will NOT be released to designated proxy)

Reason for release of student information (example: Student out of town, etc.): _____

PROXY INFORMATION:

In order to comply with the federal laws (FERPA) dealing with confidentiality of official student records, this release authorizing a proxy *must* be completed. To receive materials on behalf of the student, *the designated proxy must present this completed form and a photo I.D.*

I hereby grant approval to _____, who will serve as my authorized proxy for the purpose of picking up the I-20 or other documents (as stated above) on my behalf.

Relationship to student (Required) (example: relative, friend, etc.): _____

Student Signature

Date

Proxy Signature

Date

Note: The **student** will be contacted when documents are ready/available for pick up.

Staff Signature

Date