



**PROXY TRANSACTIONS AND IDENTIFICATION REQUIREMENTS**

Picture identification is required for ALL transactions at the Chaffey College Admissions and Records Office. Anytime a student is unable to initiate a transaction, an appointed person may be authorized to complete the transaction for the student by completing this form. With the exception of **RUSH** service for Transcripts and Enrollment Verifications, a receipt of the completed transaction will be mailed directly to the student. (Revised: 01/11/08)

**RELEASE OF INFORMATION FORM**

**In order to protect the privacy of student records (Ed Code 76243), the following information is required for all proxy transactions:**

(PLEASE PRINT)

Student's Name \_\_\_\_\_  
Last First M.I.

Mailing Address \_\_\_\_\_  
Number Street City State Zip Code

Student's Chaffey ID# or SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Appointed Person \_\_\_\_\_  
Last First M.I.

Relationship to Student \_\_\_\_\_

Description of transaction to be completed: *(For Example: Order transcripts, Register for Classes, Submit high school paperwork, Pay Fees, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Appointee's Signature \_\_\_\_\_ Date \_\_\_\_\_

- **Please attach a copy of the student's picture identification with a signature**
- **Appointed person must present Driver's License**