



9900422

Proxy Authorization Request for Release of Official Transcript to a Third Party

To be completed by student and submitted by with completed Official Transcript Request Form

The Family Educational Rights and Privacy Act of 1974 requires that a student signature be obtained to authorize release of an official transcript. A third party may act on your behalf through the use of this form once it has been properly completed and signed by the student. A photo ID of the proxy must be presented at the time the request is submitted. Only original form (no copies) with signature will be accepted.

DATE: _____

STUDENT ID NUMBER: _____

STUDENT'S LEGAL NAME (Please print): _____

I hereby authorize the person named below to act as my designate to pick up and/or order my official Gateway Technical College transcript(s) and provide appropriate payment. I understand that transcripts issued to an authorized proxy will be marked "Issued to Student". I understand that this proxy is good for one time only and is void after two weeks from the above date. Furthermore, the Office of the Registrar will retain this proxy authorization form.

Signature of student (will be verified against signature on file)

Daytime phone number

Proxy's Name _____

Proxy's Relationship to Student _____

Signature of Proxy (to be signed in the presence of Student Services Staff):

This request should be submitted in person with a completed Official Transcript Request form.