

Brookhaven College Proxy Release of Student Information

(Permission to Act on Behalf of Student)

Any information pertaining to student records contained in this letter is privileged and confidential. All student information covered under the Family Educational Rights and Privacy Act of 1974 (FERPA) and may not be released without the student's written request. **A new proxy release form must be filled out each time information is being requested.**

Print the following information:

Admissions/Registration Proxy Form for Semester: _____

Student's Name: _____

SSN/DCCCD ID#: _____
(Copy of student's photo I.D. is required)

Name of Authorized Proxy: _____
(Authorized proxy's photo I.D. is required)

I hereby grant approval for the person mentioned above to serve as my authorized proxy for the purpose of my registration at Brookhaven College. This person may have access to any and all of my records needed on my behalf, including picking up/ordering transcripts, registering for courses, signing documents for me and payment of my tuition in my absence.

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Signature of Student

Signature of Proxy

- Official Transcript *(Number of copies: _____)*
- Diploma/Certificate
- Enrollment Verification
- Other _____

Proxy is authorized to enroll the student in the following classes *(Section and course number)*:

1. _____
2. _____
3. _____
4. _____
5. _____

IT ALL BEGINS HERE.



Brookhaven College
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Admissions and Registrar's Office

3939 Valley View Lane | Farmers Branch, Dallas, TX 75244-4997
www.BrookhavenCollege.edu | bhcAdmissions@dccd.edu | 972-860-4883

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