

Student Proxy* Authorization

This authorization can be used only once. A new, completed, signed and dated proxy is required each time this or any other person acts as your proxy. The student (not the proxy) has the ultimate responsibility for complying with applicable requirements, policies, payments, and deadlines. Initial the applicable proxy(ies):

_____ Student Initial

Academic Advising
 Checklist required for Academic Advising by proxy:

- A photocopy of the student's legal photo ID and the proxy photo ID at the time the information is requested.
- Completed ACC Admissions online application
- Student's official high school transcript and/or college transcript
- Proof of Texas Success Initiative (TSI) status; official test scores that were mailed to the student, if not included on the transcript
- For Dual Credit students, the completed and approved High School Student Request for Co-enrollment at ACC form (ECS Form)

_____ Student Initial

Consent for Access to Educational Records
 To allow another person access to your records, follow the steps below:

- A photocopy of the student's legal photo ID and the proxy photo ID at the time the information is requested.
- For transcript releases, an *ACC Request to Release Transcript* must be attached to this authorization form.

_____ Student Initial

Request Processing of Transactions
 To allow another person to process transactions on your behalf. A photocopy of the student's photo ID and the proxy photo ID is required. In compliance with the Family Educational Rights and Privacy Act of 1974**, also known as FERPA or the Buckley Amendment, the student must sign a release authorizing any transactions.

I hereby authorize the person listed below to serve as my proxy for the transactions initialed above, at Austin Community College.

_____ Student Name (print) ACC ID Number

_____ Email Phon e Alt. Phone

_____ Student Signature Date

_____ Proxy Name (print)

_____ Proxy Signature Date

* Proxy – a person who has written authorization to act for another.
 ** See Academic Student Policies Handbook -Student Privacy or <http://www.austincc.edu/support/pdfs/studenthandbook13.pdf>. for explanation.