



San Bernardino

Valley College

Admissions and Records
RELEASE OF INFORMATION FORM

701 S Mt. Vernon Ave. San Bernardino, CA 92410 www.valleycollege.edu

PROXY TRANSACTIONS AND IDENTIFICATION REQUIREMENTS

Picture identification is required for ALL transactions at the San Bernardino Valley 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: 01/11/14)

In order to protect the privacy of student records (Ed Code 76243) and FERPA (Family Education Rights and Privacy Act) of 1974, 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 SBVC ID# Date of Birth

Name of Appointed Person Last First M.I.

Relationship to Student

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

Signature

Date

Or

Notary Public

State of County of

On this, the ___ day of, 20___ before me a notary public, the undersigned officer, personally appeared, known to me (or satisfactorily proven) to be the person whose name is subscribed to the instrument within, and acknowledged that the person executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Notary Public signature

Official Use Only

A&R Staff

Date

Academic Year

No faxed, emailed or copies submitted by anyone other than student will be accepted