



**bossier parish  
community college**

**ADMISSIONS/REGISTRAR**

6220 EAST TEXAS STREET • 318-678-6004 • bpcc.edu/admissions

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ACCESS AUTHORIZATION

The Family Educational Rights and Privacy Act (FERPA), otherwise known as the Buckley Amendment, provides that there are certain rights of the student to have access to educational records.

We have provided this form so that the STUDENT may authorize persons other than him/herself to personally, telephonically, or electronically make inquiries and receive information about Admission/Registrar's & Billing pertaining to the student. Additionally, the STUDENT must provide the information requested below if the student wishes to make telephonic or electronic inquiries and receive individualized information.

This code will be entered into the student records system and will be used to allow or restrict access until the STUDENT either rescinds the authorization in writing to the Admissions/Registrar's office or provides a new access code which will immediately replace the one in force. If a FERPA codes is not on file, we will not be able to discuss student records information with anyone unless the student is present and allows access.

The student must write any combination of five (5) numbers in the following blocks, sign and date this form, and return it to the Admissions/Registrar's Office. To increase security the number should not be sequential (eg. 12345) or repeating (eg. 11111).

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By signing this form, I understand that whomever I share my personal FERPA number with has access to my student educational records and may make changes/additions/deletions to my record. Student educational records may include admission, registration, financial aid, billing, and transcript information, as well as other student information. I also understand that I may change my personal FERPA number at anytime by submitting a new form to the Admissions/Registrar's Office.

Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

ID#: \_\_\_\_\_

Signature: \_\_\_\_\_

**A COPY OF A STATE OR FEDERAL PHOTO ID MUST BE SUBMITTED WITH THIS FORM, IF NOT DELIVERED IN PERSON, FOR IT TO BE PROCESSED.**

Bossier Parish Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College. • Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices. • Coordinator for Section 504 and ADA: Sarah Culpepper, Manager, Disability Services Coordinator - Disability Services, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6539 - sculpepper@bpcc.edu. - 8:00 a.m.–4:30 p.m. M-F, excluding holidays and weekends. • Equity/Compliance Coordinator: Teri Bashara, Director of Human Resources - Human Resources Office, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6056 - 8:00 a.m.–4:30 p.m. M-F, excluding holidays and weekends.