Bossier Parish Community College
Admissions/Registrar's Office
6220 East Texas Street
Bossier City, LA 71111
(318) 678-6004
admissions@bpcc.edu

Family Educational Rights and Privacy Act
(FERPA)
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. **This form addresses only the records maintained in the Admissions/Registrar's Office, the Billing Office and the Financial Aid Office at Bossier Parish Community College.**

We have provided this form so that the STUDENT may authorize persons other than him/herself to personally, telephonically, or electronically make inquiries about information maintained in the Admissions/Registrar's Office, the Billing Office and the Financial Aid Office 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 from our office.

The information will be provided to anyone who can provide the access code and the STUDENT'S Social Security Number or student ID number. This code is restricted to only persons who have a "need to know."

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 this office or provides a new access code which will immediately replace the one in force. If we do not have one on file, we will not be able to discuss admissions data 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 (such as 12345) or repeating (such as 11111).

☐ ☐ ☐ ☐ ☐

Name: _____ Date: _____
(Please Print)

_____ _____ OR _____
Date of Birth BPCC Student ID Number Social Security Number

IF NOT DELIVERED IN PERSON,
A COPY OF A STATE OR FEDERAL ID MUST BE SUBMITTED WITH THIS FORM.

Signature: _____