



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. **This form addresses only the records maintained in the Admissions/Registrar's Office & Billing 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 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 from our office.

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 (eg. 12345) or repeating (eg. 11111).

□ □ □ □ □

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.