



**LOUISIANA TECH UNIVERSITY
Office of Financial Aid**

Request for FERPA Access Code

Please return this completed form to:
Louisiana Tech University
Office of Financial Aid
PO Box 7925 Ruston, LA 71272

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 Office of Financial Aid at Louisiana Tech University.

We have provided this form so that the STUDENT may create an access code so that the STUDENT or anyone in possession of the access code is granted authorization to personally, telephonically, or electronically make inquiries and receive information about federal financial aid pertaining to the student. Additionally, the STUDENT or authorized individual must provide the information requested below if the student wishes to make telephonic or electronic inquiries and receive individualized information from our office.

Please be aware that information will be provided to anyone who can provide the access code and the STUDENT'S campus-wide ID number. Thus it is extremely important to restrict this code to only those persons who have a "need to know".

This code will be entered into the student financial aid 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 financial aid data with anyone unless the student is present and allows access.**

If the student has questions about this process, please inquire at the Office of Financial Aid.

Please place any combination of four (4) numbers or letters in the below blanks. Sign and date this form and return it to the Office of Financial Aid at the address above. **We also require that the STUDENT provide the Office of Financial Aid with an image of a government-issued ID card.**

Student's Printed Name:

CWID:

Student's Signature:

Date: