



Registrar's Office

3050 Martin Luther King, Jr. Drive Shreveport, LA 71107

Phone: 318-670-9229 Fax: 318-670-6344

Student FERPA Release Form

Student's Name _____ SUSLA ID# _____

It is the policy of Southern University at Shreveport (SUSLA), in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information, such as name and address, may be disclosed to the public upon request. However, private information, such as grades, class schedules, the student's account, and financial aid awards may not be released without expressed consent from the student.

I give permission for the following person(s) to have access to my educational records.

Persons to whom information may be released:

Name: _____ Relationship: _____ ☐ Release to ☐ Cancel Release

What identifiable number must this person know in order to release information by phone? _____

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Name: _____ Relationship: _____ ☐ Release to ☐ Cancel Release

What identifiable number must this person know in order to release information by phone? _____

Please initial all that apply:

_____ All Financial Records in the Student Accounts Office

_____ All Financial Aid Information

_____ Other _____

_____ All Academic Records

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the designated information to the person(s) named below. I understand that this release will remain in effect unless I revoke such consent in writing and the revocation is received and processed by Southern University at Shreveport.

_____ **I DO NOT** give permission to discuss my educational records. I am an independent student.

Student's Signature: _____ Date: _____

This authorization will remain in effect as long as the student remains in continuous enrollment at SUSLA. Should the student's dependency status change during his or her enrollment period, it will be the responsibility of the student to notify the Registrar's Office of his or her change in status.

Return this completed to the address above or to the Registrar's Office located in the Leonard C. Barnes Administration Building, 1st Floor.

RO: Student FERPA Release Form:LR/12-13

Copy – Registrar's Office

Copy – Financial Aid

Copy – Student Accounts