



LOUISIANA STATE UNIVERSITY

Continuing Education
Distance Learning Program

Authorization to Release Academic Records*

The Family Educational Rights and Privacy Act (or FERPA, 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. At age 18, FERPA rights transfer from the guardian to the student. As a result, there is limited education information that the Continuing Education office can discuss with anyone other than the student directly. For the office staff or instructor to discuss specific information regarding your academic record, an "Authorization to Release Information" form must be signed by the student.

For more information on FERPA, please consult the web at: www.ed.gov/policy/gen/guid/fpc/ferpa/index.html

I, _____, hereby grant Continuing Education at Louisiana State University permission to release and discuss any information with my student academic record to

(list names and addresses of all desired individuals above)

Who is my:

- | | | |
|-----------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Parent | <input type="checkbox"/> Family Member | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Guardian | <input type="checkbox"/> Lawyer/Council | <input type="checkbox"/> Other _____ |

Signature of Student _____ Date _____

ID Number _____ (LSU ID or Enrollment Number)

Return signed form to

LSU Continuing Education or Fax 225-578-3090
Attn: Learner Services
Baton Rouge, LA 70803

*The Academic Record includes, but is not limited to, degree audit, academic progress, lesson grades, exam grades, final grades, and transcript.

For office use only.

Received by _____ Date _____

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