



LHU Policy No – LHU-64
Original Date – 2010*
Last Review Date – April 23, 2020
Last Update Date – December 3, 2014
Next 5-Year Review Date – April, 2025

RELEASING STUDENT INFORMATION POLICY

In order to be compliant with the federal law, the Student Accounts Office will only release information to the student themselves as well as anyone that is listed on the Family Education Rights and Privacy Act (FERPA).

This form can be found on Lock Haven University's website under Finances, Financial Aid, Forms, FERPA Forms. This form needs to be returned to the Financial Aid office to be processed.

To view the FERPA information in billing, enter the student's ID# into Financial Aid, click on Commands and then scroll to scRoll-screens and click on Priv-info. If there is a FERPA on file, the name, relationship, last four of SSN, DOB and date added will be listed for anyone who has been authorized. Please verify either the last four of the SSN or the DOB to confirm that you are speaking to an authorized person.

**This policy has been in existence for many years prior to 2010 with an exact date unknown. We are using 2010 as a default original and/or update date.*