

2017-2018 Financial Aid Document Request Form

The Family educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records, both financial and academic. For the student's protection, FERPA generally limits, with certain exceptions such as law enforcement, the release of student information without the student's explicit written consent. In order to release information concerning financial aid, the student's authorization is required.

To protect the privacy of the student, this form must be completed in order to request a copy of ANY information obtained by the Office of Financial Aid at Los Medanos College. Complete each section of this form. You must present valid photo identification to the financial aid representative along with this request form when requesting copies from your financial aid file. The information may take 2-3 business days to process. If you are unable to request information in person, complete this form and have it notarized. You may either mail this form along with the notarized document to the Los Medanos College, Office of Financial Aid, 2700 East Leland Road, Pittsburg CA 94565 or fax it to (925) 473-1651.

STUDENT INFORMATION	
STUDENT NAME:	SID#
Street Address	
City, State, Zip	
Phone	
Date of Birth	
I would like to obtain copies of the following document(s) from the LMC Financial Aid Office (please specify academic year and name of document(s) you are requesting).	
Academic Year	Name of Document(s)

I verify that the above information is correct and that I am the student requesting the information from the Office of Financial Aid at Los Medanos College. I understand that my request will take between 2-3 business days to process, and that I will need to complete a new request form for all future requests.

Student signature: _____ **Date:** _____