

## FERPA Instructions for PITAAS

The PITAAS Program is a federally funded program and, through a new partnership with Sealaska Heritage Institute with formal agreements signed in late December, we are coordinating the scholarship process. The applications will be processed, as in the past, through the UAS PITAAS Program. The scholarship will now be submitted through Sealaska Heritage Institute. After consulting with both the financial aid office and student accounts office, a form "Education Record Information Release" is requested, allowing the UAS financial aid office to release information specific to the tuition, fees, and housing (if applicable), as well as any charges specific to your program and enrollment with Sealaska Heritage Institute.

A FERPA form (attached). I ask that you complete this form with signature, check the box "Student Accounts/Cashier Office", add the required photo ID image, and add your signature. **Please return the completed form to me.**

The "release to" section on the right of the form should be filled with:

Name: Carmaleeda Estrada

Relationship:: Sealaska Heritage Institute Education/Scholarships

Address: 105 South Seward Street, Suite 201

Juneau, AK 99801