

**LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION  
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

***Taylor Opportunity Program for Students (TOPS)  
Bulletin***

TOPS BULLETIN NUMBER:	T2014-6
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DISTRIBUTION:	Professional School Counselors, High School Principals, Parish Superintendents, College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Deans and Louisiana Community and Technical College System Personnel
TOPICS:	Consent Form for the TOPS Tracker, Determination of TOPS Eligibility, and College Admissions

Act 837 of the 2014 Regular Session of the Louisiana Legislature requires the governing authority of each school to provide a form to the parent or legal guardian of each student enrolled in grades eight through twelve which explains that the parent has the right to determine whether their child's Personally Identifiable Information (PII) can be released to LOSFA and to the postsecondary education institution(s) to which their child applies. The form must be provided every year, and at least one parent or legal guardian must sign that they either grant consent or deny consent.

PII includes the student's full name, social security number, and transcript data. This information will be used by LOSFA to provide a TOPS Tracker to allow students and parents to track a student's progress toward TOPS eligibility and to determine a student's eligibility for a TOPS Award and other student financial aid. This information will also be used by postsecondary institutions to determine whether a student is eligible for admission.

The Consent Form included in this Bulletin is for use by the parents and guardians of students enrolled in the eighth through the twelfth grades. The parent or guardian must give consent or deny consent to the collection of their child's PII and the distribution of the PII through the Louisiana Department of Education to LOSFA and through the Board of Regents to the postsecondary institutions.

We have also attached a cover letter to transmit the Consent Form to the parents and legal guardians.

A Consent Form for every student is required by the law to ensure that PII is disclosed only for those students whose parent or legal guardian has consented and that the parents who deny consent do so with full knowledge of the effect of denial of consent.

The Consent Form must be signed by the student rather than the parent or legal guardian if the student is 18 or is judicially emancipated or is emancipated by marriage.

The Consent Form is being provided at this time to allow schools to begin the process of having each parent or legal guardian consent or deny consent. Schools should immediately start the process of

obtaining completed and signed Consent Forms. The forms should be maintained by each school for use in updating the students' electronic records at the state level when the procedure for doing so is made available.

At this time The Louisiana Department of Education, the Board of Regents and the Louisiana Office of Student Financial Assistance are working together to develop and implement the procedure for annotating student records with either consent given or consent denied. All schools will be notified when this procedure is in place and will be given the instructions necessary to follow the procedures.