

# Change Personal Information

LASSEN COMMUNITY COLLEGE ADMISSIONS & RECORDS

SPRING SUMMER FALL 20\_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

## NAME, ID# and SIGNATURE REQUIRED

LAST NAME	FIRST NAME	STUDENT ID# or Social Security #

## NEW ADDRESS:

CURRENT ADDRESS	CITY/STATE	ZIP CODE

## NEW PHONE

CELL PHONE	HOME PHONE

## NEW EMAIL ADDRESS

EMAIL ADDRESS

STUDENT SIGNATURE: \_\_\_\_\_

DATE: _____	A&R: _____
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## ADDRESS CHANGES ON THE STUDENT PORTAL

- Go to [www.lassencollege.edu](http://www.lassencollege.edu)
- Click on the **MyLassen** link box in the upper right corner
- Enter ID (Ex. [jsmith@cougars.lassencollege.edu](mailto:jsmith@cougars.lassencollege.edu)) and password.
- On the right, click **Account Information**.
- Click on **Address Change**.
- Enter the New Address.
- **REQUIRED: Enter the new address and effective start date, enter the end date of the old address**
- Click **submit**

**FERPA:** The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.

Student records and confidentiality are covered under FERPA regulations: which can be reviewed online at [www.lassencollege.edu](http://www.lassencollege.edu) in the course catalog. By signing below I certify under penalty of perjury, the statements and information submitted on this form are true and correct. I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action. I understand that all materials and information submitted by me for purposes of admission become the property of Lassen Community College.