


# Instructions for completing the Student Contact Information Sheet

Under the Pathways Program you may have several different addresses (school, mailing and permanent) on file with our Program and with HR. While participating in the Pathways Program, you must keep your personal and emergency contact information current and available at all times with Central Office. The student understands that moving to a new city and state can affect their eligibility under the program.

## ANY CHANGES MUST BE REQUESTED AND APPROVED IN ADVANCE BY THE PATHWAYS PROGRAM MANAGER

- **DUTY STATION**  
The student's duty station is where the student physically attends school. This is also your temporary address.
- **PERMANENT RESIDENCE**  
The home address is usually your permanent, or parental address where you live during school breaks that is on record with Central Office.
- **OFFICIAL MAILING ADDRESS**  
Address on file with HR. This information was collected from the A-23. Request Official Address Form (  ) you submitted when you were on-boarded by HR.
- **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**  
Student agrees to authorize the release of educational records “annually” to the Central Office and designated Program Coordinator, in accordance with the guidelines of the FERPA. The FERPA is a Federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidance for the correction of inaccurate and misleading data through informational and formal hearings.

A-23. Request Official Mailing Address

REQUEST FOR OFFICIAL MAILING ADDRESS	
Effective Date _____	Bureau _____ IN _____ Sub-Bureau _____ OS _____ Block _____
NAME (please print) _____	SSN _____
<input type="checkbox"/> New Employee	Entered on Duty _____ (Date)
I. OFFICIAL MAILING ADDRESS – Used to mail Wage and Tax Statement (W-2), and other official correspondence.	
Street/Apt/PO Box _____	
City/State/Zip _____	
II. BOND ADDRESS	
<input type="checkbox"/> Change Bond address to Official Mailing Address ... recorded in Section I above	



# BUREAU OF INDIAN AFFAIRS PATHWAYS INTERNSHIP PROGRAM

## Student Contact Information Form

**PURPOSE:** The purpose is to collect information that the Pathways Program and Human Resources will use to contact you or in case an emergency arises and to identify permanent residence and duty location. This data is required to update and maintain our employee database and will be used to send the majority of all employee notices, agency updates, alerts, publications, or other service updates electronically.

<b>EMPLOYEE INFORMATION</b>	
<i>(The home address is usually your permanent, or parental address where you live during school breaks that is on record with the Central Office Pathways Program)</i>	
<b>NOTE:</b> The permanent residence must be reflected on your Official Transcripts.	
<b>Home Address</b> <i>(Permanent Residence)</i>	Name <i>(First and Last)</i> _____
	Street Address _____ City _____ State _____ Zip Code _____
	Personal Email _____
	Telephone <i>(Day)</i> (    ) _____ Other <i>(Evening)</i> (    ) _____
<b>Mailing Address</b> <i>(In FPPS with HR)</i>	<input type="checkbox"/> Check here if this is also your Mailing Address on file with HR (TSP, W-2's, etc.) and skip to School Information section
	Street Address _____ City _____ State _____ Zip Code _____

<b>SCHOOL INFORMATION</b>	
<i>(The student's duty station is where the student physically attends school)</i>	
<b>School Address</b> <i>(Duty Location)</i>	College or University Name _____
	Address _____ City _____ State _____ Zip Code _____
	Academic Counselor Name _____
	School Email _____
	Telephone (Registrar's) (    ) _____

<b>EMERGENCY CONTACT INFORMATION</b>	
Contact Name <i>(First and Last)</i> : _____	Relationship: _____
Telephone <i>(Day)</i> (    ) _____	Other <i>(Evening)</i> (    ) _____

<b>DECLARATION</b>	
I verify that the information provided by me in this form is true and complete.	
Employee Signature _____	Date _____

**Please return this form to:**