



1200 North Seventh Street, Harrisburg, PA 17102-1444

### Request for Authoritative Source Status

#### Request Information

<b>Request Type:</b> <input type="checkbox"/> Add <input type="checkbox"/> Modify <input type="checkbox"/> Remove	<b>Institution Name:</b> _____ <b>Institution Type (Select One):</b> <input type="checkbox"/> High School      Enter six digit High School Code _____
Existing User ID Number _____	

#### Authoritative Source Information

_____			
Last Name	First Name	Middle Initial	
Street Address	City	State	Zip
( )	E-mail Address		
Daytime Telephone Number	_____		

#### Acknowledgement By Authoritative Source

I hereby request and agree to serve in the capacity of Authoritative Source for remote PHEAA system access for my institution. As Authoritative Source, I understand and agree that I am responsible to notify PHEAA immediately for approvals, additions, modifications and deletions for remote access to the PHEAA system for the appropriate users at my institution. I acknowledge that if an Authoritative Source approves an individual for access, PHEAA may rely on this approval in concluding that such individual has sufficient authority to have such access to the PHEAA system for a legitimate business purpose.

_____ <i>(Signature)</i>	_____ <i>(Date)</i>
_____ <i>(Printed Name)</i>	_____ <i>(Title)</i>

#### Authoritative Source Immediate Supervisor Information

As the immediate supervisor for the Authoritative Source, I understand and agree that I am required to notify PHEAA immediately if there are any changes to the Authoritative Source.

Check to indicate a change of the Immediate Supervisor

_____ <i>(Printed Name)</i>	_____ <i>(Title)</i>
( )	_____
Daytime Telephone Number	E-mail Address
_____ <i>(Signature)</i>	_____ <i>(Date)</i>

**Forms are to be mailed to:** Pennsylvania Higher Education Assistance Agency  
 State Grant & Special Programs  
 PO Box 8157  
 Harrisburg, PA 17105-8157

Or fax the form to (717) 720-3786 or you may email the form in a PDF format to: HighSchoolAccess@pheaa.org