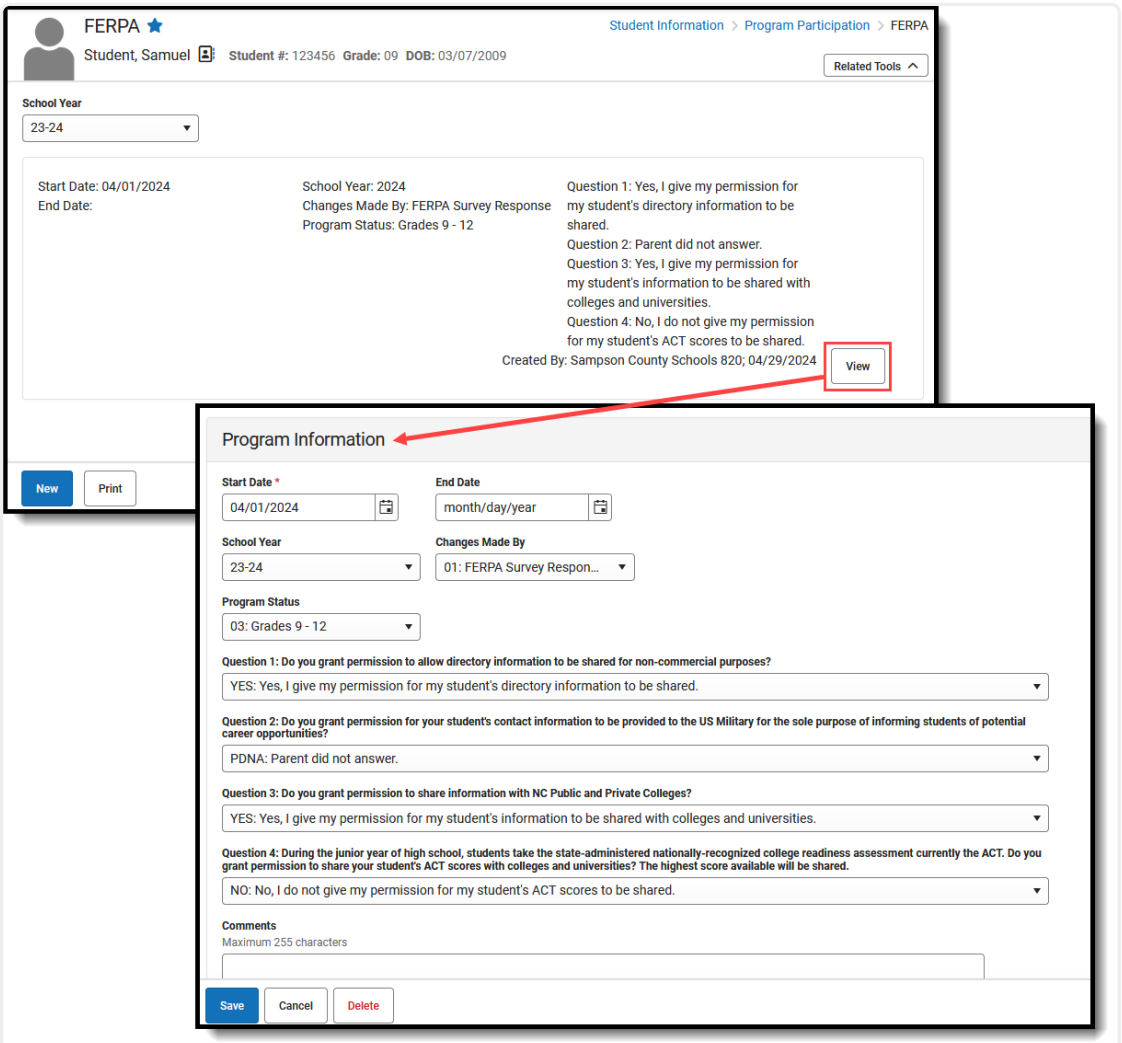
FERPA (North Carolina)

Last Modified on 12/14/2025 8:45 pm CST

Add a FERPA Record | End a FERPA Record | Print a Report | FERPA Field Descriptions

Tool Search: FERPA

The FERPA (Family Educational Rights and Privacy Act) gives parents/guardians certain rights with respect to their children's education records. See the US Department of Education website for more information.



FERPA Record

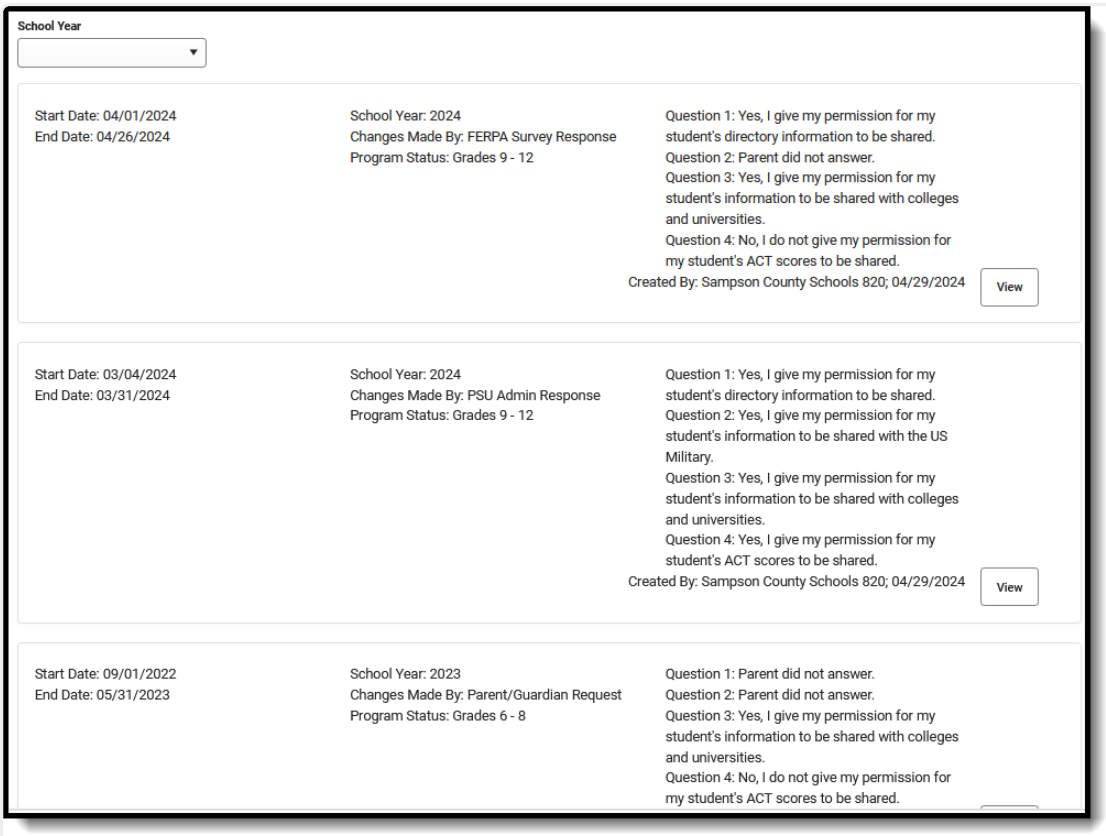
Read - Access and view the FERPA tool.
Write - Modify existing FERPA records.
Add - Enter new FERPA records.
Delete - Permanently remove FERPA records.

For more information about Tool Rights and how they function, see the Tool Rights article.

Use the Federal/State Program Updater tool to import FERPA records to this tool.

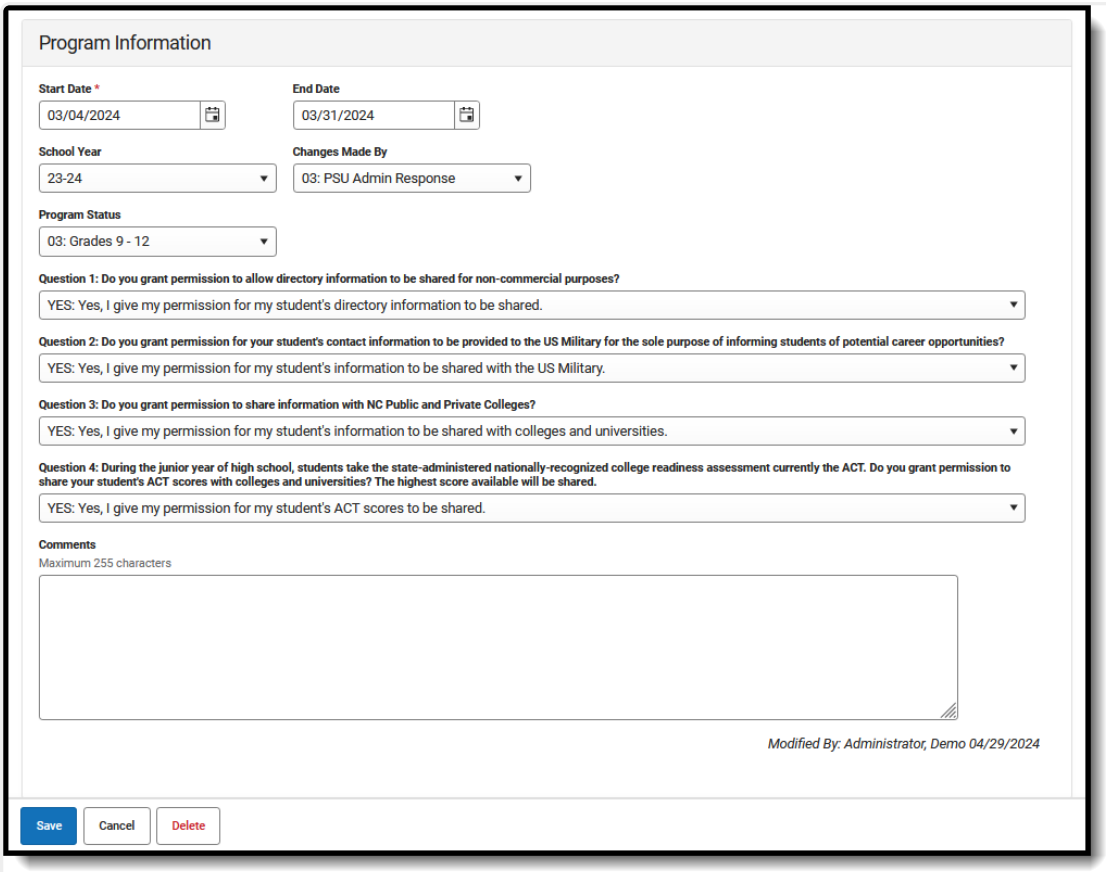
This tool is available in both State and District Editions. For State Edition users, this tool is read-only.

The main view of the FERPA record is the Program Editor, which lists all FERPA records in chronological order (most recent record listed first) that have been recorded for the student.



FERPA Program Editor

To view details of any of the records, click **View.** This opens the Program Detail for the selected record, where information can be viewed or modified as needed.



FERPA Program Detail

Add a FERPA Record

1. Select a **School Year** from the dropdown list.
2. Click **New** in the action bar across the bottom.
3. Enter a **Start Date** for when the parent/guardian provided answers to the FERPA waiver.
4. Select the appropriate answer for the **Changes Made By** field.
5. Select the appropriate option indicating the student's grade level for the **Program Status** field.
6. Select the appropriate answers for **Questions 1-4**.
7. Enter any **Comments** related to this record.
8. Click **Save** when finished. The new record is listed below the School Year field.

To make changes to the FERPA, select the record by clicking anywhere in that row. Make any necessary changes and click **Save** when finished.

Overlapping records are not allowed, meaning an existing records needs to be ended prior to a new record being added. To add a new FERPA record, click **New** and enter the applicable information for the new record.

End a FERPA Record

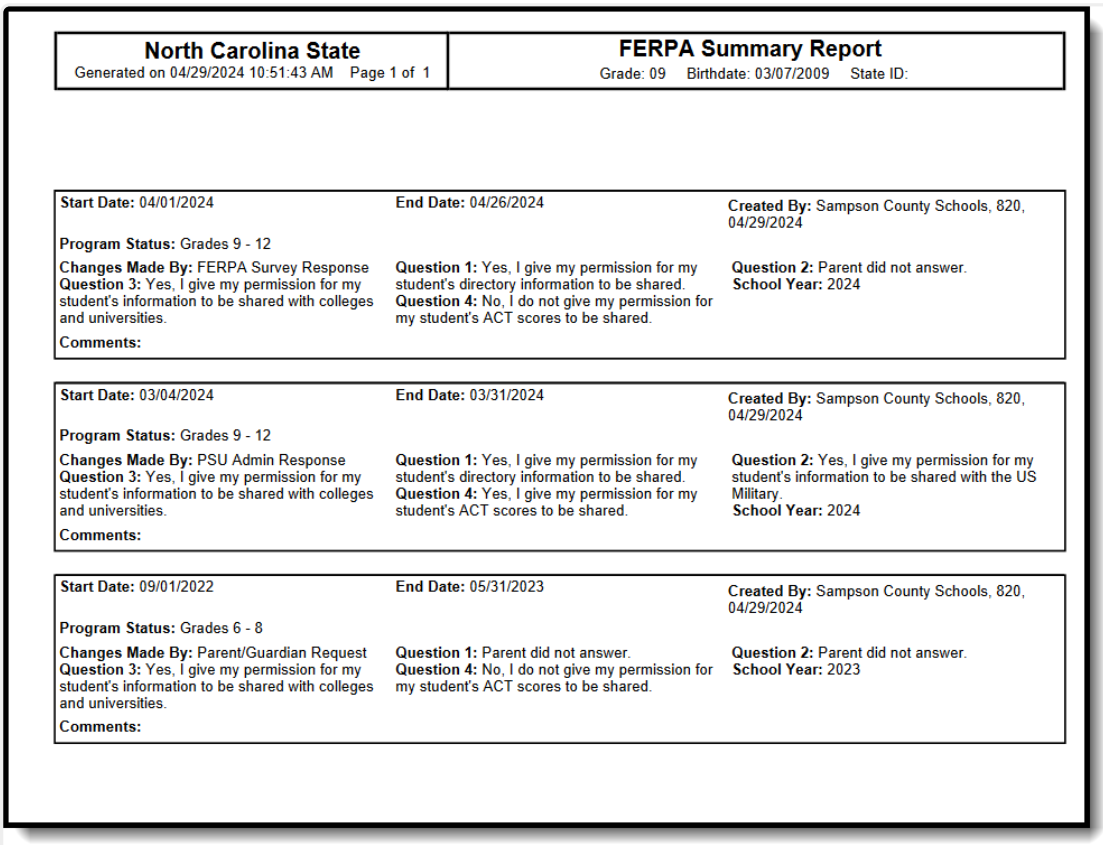
1. Click anywhere on an existing FERPA record. The Program Information editor displays.
2. Enter an **End Date** for when the information for the current FERPA waiver ended. End dates

must be AFTER the start date.

3. Enter any **Comments** needed for this record.
4. Click **Save** when finished. The record is ended and is displayed on the Program Editor with an End Date.

Print a Report

Click **Print** from the Program Editor list to generate a PDF Summary of the student's FERPA records.



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FERPA Summary Report
Grade: 09 Birthdate: 03/07/2009 State ID:

Start Date: 04/01/2024 | **End Date:** 04/26/2024 | **Created By:** Sampson County Schools, 820, 04/29/2024
Program Status: Grades 9 - 12
Changes Made By: FERPA Survey Response
Question 1: Yes, I give my permission for my student's directory information to be shared.
Question 2: Parent did not answer.
Question 3: Yes, I give my permission for my student's information to be shared with colleges and universities.
Question 4: No, I do not give my permission for my student's ACT scores to be shared.
School Year: 2024
Comments:

Start Date: 03/04/2024 | **End Date:** 03/31/2024 | **Created By:** Sampson County Schools, 820, 04/29/2024
Program Status: Grades 9 - 12
Changes Made By: PSU Admin Response
Question 1: Yes, I give my permission for my student's directory information to be shared.
Question 2: Yes, I give my permission for my student's information to be shared with the US Military.
Question 3: Yes, I give my permission for my student's information to be shared with colleges and universities.
Question 4: Yes, I give my permission for my student's ACT scores to be shared.
School Year: 2024
Comments:

Start Date: 09/01/2022 | **End Date:** 05/31/2023 | **Created By:** Sampson County Schools, 820, 04/29/2024
Program Status: Grades 6 - 8
Changes Made By: Parent/Guardian Request
Question 1: Parent did not answer.
Question 2: Parent did not answer.
Question 3: Yes, I give my permission for my student's information to be shared with colleges and universities.
Question 4: No, I do not give my permission for my student's ACT scores to be shared.
School Year: 2023
Comments:

FERPA Print Summary

FERPA Field Descriptions

Start Date | End Date | Program Status | FERPA Waiver Questions | Comments

Start Date

Indicates the date the FERPA waiver was recorded.

▸ Click here to expand...

Database Location:

FERPA.startDate

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > startDate (**ferpa.startDate)**

End Date

Indicates the date the FERPA waiver ended.

Click here to expand...

Database Location:

FERPA.endDate

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > endDate (**ferpa.endDate**)

Program Status

Lists the options to select the student's appropriate grade level.

- 01: Grades PK-5
- 02: Grades 6-8
- 03: Grades 9-12

Click here to expand...

Database Location:

FERPA.programStatus

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > programStatus **(ferpa.grade)**

FERPA Waiver Questions

Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes?

FERPA question regarding student directory information, where the parent/guardian can select one of the following answers:

- YES: Yes, I give my permission for my student's directory information to be shared.
- NO: No, I do not give my permission for my student's directory information to be shared.
- PDNA: Parent did not answer.

Click here to expand...

Database Location:

FERPA.directoryQuestion

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > directoryQuestion **(ferpa.directoryQuestion)**

Question 2: Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities?

FERPA question regarding student information being provided to the US military, where the parent/guardian can select one of the following answers:

- YES: Yes, I give my permission for my student's information to be shared with the US Military.
- NO: No, I do not give my permission for my student's information to be shared to be shared with the US Military.
- PDNA: Parent did not answer.

Click here to expand...

Database Location:

FERPA.militaryQuestion

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > militaryQuestion **(ferpa.militaryQuestion)**

Question 3: Do you grant permission to share information with NC Public and Private Colleges?

FERPA question regarding student information being provided to colleges, where the parent/guardian can select one of the following answers:

- YES: Yes, I give my permission for my student's information to be shared with colleges and universities.
- NO: No, I do not give my permission for my student's information to be shared to be shared with colleges and universities.
- PDNA: Parent did not answer.

Click here to expand...

Database Location:

FERPA.collegesQuestion

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > collegesQuest **(ferpa.collegesQuestion)**

Question 4: During the junior year of high school, students take the state-administered nationally-recognized college readiness assessment currently the ACT. Do you grant permission to share your student's ACT scores with colleges and universities? The highest score available will be shared.

FERPA question regarding student ACT information, where the parent/guardian can select one of the following answers:

- YES: Yes, I give my permission for my student's ACT information to be shared.
- NO: No, I do not give my permission for my student's ACT information to be shared.
- PDNA: Parent did not answer.

Click here to expand...

Database Location:

FERPA.actQuestion

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > actQuestion **(ferpa.actQuestion)**

Comments

Lists any comments related to the student's FERPA waiver.

Click here to expand...

Database Location:

FERPA.comments

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > comments **(ferpa.comments)**