

## **FERPA (Delaware)**

Last Modified on 07/01/2025 1:35 pm CDT

Add a FERPA Record | Editing a FERPA Record | End a FERPA Record | Print a Summary Report of FERPA Records | 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 ☆	ade: 06 DOB: 05/27/2012	Student Information > P
School Year		
Start Date: 09/09/2024 End Date:	School Year: 2025 Changes Made By: FERPA Survey Response	Question 1: No, I do not give my permission for my student's directory information to be shared. Question 2: No, I do not give my permission for my student's information to be shared with the US Military. Created By: ; 05/14/2024
Start Date: 01/01/2002 End Date: 01/10/2002	School Year: 2024 Changes Made By: FERPA Survey Response	Question 1: Parent did not answer. Question 2: Parent did not answer. Created By: ; 05/14/2024 View
	Delaware FERF	2A

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 <u>Tool Rights</u> article.

Use the <u>Federal/State Program Updater</u> 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 ☆	Grade: 06 DOB: 05/27/2012	Student Informatic
hool Year •		
Start Date: 09/09/2024 End Date:	School Year: 2025 Changes Made By: FERPA Survey Response	Question 1: No, I do not give my permission for my student's directory information to be shared.         Question 2: No, I do not give my permission for my student's information to be shared with the US Military.         Created By:       i; 05/14/2024
Start Date: 01/01/2002 End Date: 01/10/2002	School Year: 2024 Changes Made By: FERPA Survey Response	Question 1: Parent did not answer. Question 2: Parent did not answer. Created By: ; 05/14/2024 View

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.

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09/09/2024	month/day/year
ichool Year	Changes Made By
24-25	01: FERPA Survey Response
ata Opt Out elect all that apply	
01: Address 😒 04: Photo 😒 🛛 🗙	
uestion 1. Do you grant permission to allow directory info	rmation to be shared for non-commercial nurnoses?
NO: No, I do not give my permission for my studen	t's directory information to be shared.
uestion 2: Do you grant permission for your students com	tact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities?
NO. NO, I do not give my permission for my studen	its information to be shared with the OS Mintary.
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## Add a FERPA Record

- 1. To add a FERPA record, press **New**.
- 2. Enter the appropriate information for the record and press **Save**. For more information on data entry for each field, please see the **FERPA Field Descriptions** section of this article.

**Overlapping records are not allowed,** meaning an existing record MUST be ended before a new record can be added.



## **Editing a FERPA Record**

- 1. To make changes to a FERPA record, select the record by clicking anywhere in that row and press **View**.
- 2. Make the desired changes.
- 3. Press **Save** when finished.

## **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 Summary Report of FERPA Records

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

Delaware State Generated on 05/14/2024 10:55:51 AM Page	e 1 of 1 Grade: 06 Birthdate	ERPA Summary Report 5: 05/27/2012 State ID:
Start Date: 09/09/2024	End Date:	Created By: , 05/14/2024
Changes Made By: FERPA Survey Response School Year: 2025	Question 1: No, I do not give my permission for my student's directory information to be shared.	Question 2: No, I do not give my permission for my student's information to be shared with the US Military.
Data Opt Out: Address, Photo		
Start Date: 01/01/2002	End Date: 01/10/2002	Created By: 05/14/2024
Changes Made By: FERPA Survey Response School Year: 2024	Question 1: Parent did not answer.	Question 2: Parent did not answer.
Data Opt Out: Address, Phone		

Delaware FERPA Print Summary

## **FERPA Field Descriptions**

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chool Year: Changes Made By:  Changes Made By:	art Date: (Required) month/day/year	End Date: month/day/year
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estion 3: Do you grant permission to allow directory information to be shared for non-commercial purposes?:  estion 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?:  estion 3: Do you grant permission to share information with DE Public and Private Colleges?:  mments:  kmmum 255 characters	lect all that apply	
uestion 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?:		
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	uestion 1: Do you grant permission to allow di uestion 2: Do you grant permission for your st uestion 3: Do you grant permission to share in mments: aximum 255 characters	ectory information to be shared for non-commercial purposes?:

## **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 > 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 > ferpa.endDate

### **School Year**

Use the School Year field to select the school year to which the FERPA record is tied.

Click here to expand...

#### **Database Location:**

FERPA.schoolYear

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > ferpa.schoolYear

## **Changes Made By**

Use the Changes Made By drop-list to determine who made the changes to the record.

Click here to expand...

#### **Database Location:**

FERPA.changesMadeBy

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > ferpa.changesMadeBy

### **Data Opt Out**

The Data Opt Out field allows users to identify the pieces of information the student does not want to disclose.

Click here to expand...

#### **Database Location:**

FERPAValue.dataOptOut

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > ferpa.dataOptOut

### **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.



Click here to expand...

#### **Database Location:**

FERPA.directoryQuestion

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > 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:

Click here to expand...

#### **Database Location:**

FERPA.militaryQuestion

#### Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > ferpa.militaryQuestion

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

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

Click here to expand...

#### **Database Location:**

FERPA.collegesQuestion

#### Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > ferpa.collegesQuestion