

FERPA (Family Educational Rights and Privacy Act)

Last Modified on 01/27/2026 1:33 pm CST

Tool Search: FERPA

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.

Use the [Federal/State Program Updater](#) tool to import FERPA records to this tool. This tool is available in both State and District Editions. FERPA is read-only in State Edition.

The screenshot displays two views of a FERPA record. The top view shows a summary page with a 'View' button highlighted by a red box. The bottom view shows a detailed 'Program Information' section with various input fields and dropdown menus. A red arrow points from the 'View' button in the top record to the 'Program Information' section in the bottom record.

FERPA Record

FERPA

Abegg, Justin J (Jay) Student #: 1101900001 Grade: 09 DOB: 01/01/2009 Counselor: Indrani Counselor

* Medical Condition(s) HS Graduation After School Care

Related Tools

School Year

Start Date: 05/10/2024 End Date: School Year: 2024 Changes Made By: Parent/Guardian Request

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: Plainview Schools 10001; 06/20/2024 View

FERPA

Abegg, Justin J (Jay) Student #: 1101900001 Grade: 09 DOB: 01/01/2009 Counselor: Indrani Counselor

* Medical Condition(s) HS Graduation After School Care

Related Tools

Program Information

Start Date: 05/10/2024 End Date: month/day/year

School Year: 23-24 Changes Made By: 02: Parent/Guardian Request

Data Opt Out: Select all that apply

01: Address
02: Name
03: Phone
04: Photo

Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes? NO: No, I do not give my permission for my student's directory information to be shared.

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? NO: No, I do not give my permission for my student's information to be shared with the US Military.

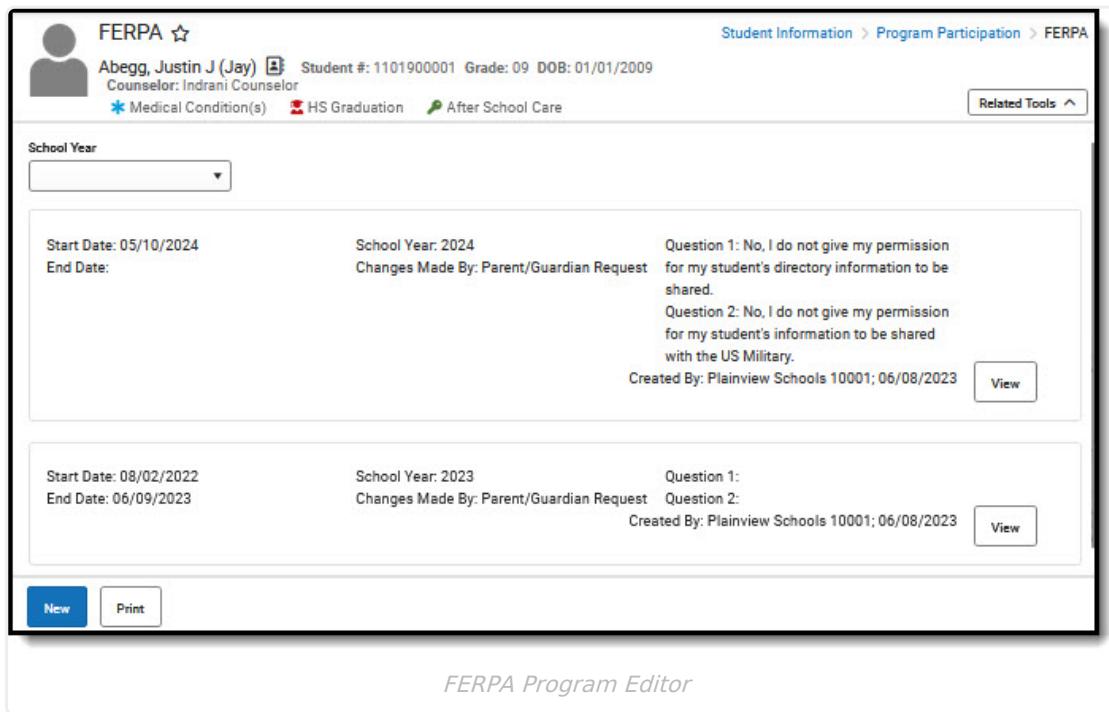
Comments: Maximum 255 characters

Modified By: Administrator, Demo 06/20/2024

Save Cancel Delete

See the [Program Participation Tools Tool Rights](#) article to learn about rights needed to use this tool.

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.



The screenshot shows the FERPA Program Editor interface. At the top, there is a header with the student's name, Abegg, Justin J (Jay), and various details like Student #: 1101900001, Grade: 09, DOB: 01/01/2009, and Counselor: Indrani Counselor. Below the header, there are two records listed. Each record includes fields for Start Date, End Date, School Year, Changes Made By, and two questions related to FERPA permissions. The first record is for the 2024 school year, and the second is for 2023. At the bottom of the list, there are 'New' and 'Print' buttons.

FERPA ☆

Abegg, Justin J (Jay) Student #: 1101900001 Grade: 09 DOB: 01/01/2009
Counselor: Indrani Counselor

* Medical Condition(s) HS Graduation After School Care

Related Tools

School Year

Start Date: 05/10/2024 End Date: School Year: 2024 Changes Made By: Parent/Guardian Request 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: Plainview Schools 10001; 06/08/2023 [View](#)

Start Date: 08/02/2022 End Date: 06/09/2023 School Year: 2023 Changes Made By: Parent/Guardian Request Question 1: Question 2: Created By: Plainview Schools 10001; 06/08/2023 [View](#)

New Print

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 ☆

Abegg, Justin J (Jay) Student #: 1101900001 Grade: 09 DOB: 01/01/2009
Counselor: Indrani Counselor
* Medical Condition(s) HS Graduation After School Care

Student Information > Program Participation > FERPA

Related Tools

Program Information

Start Date * 05/10/2024 End Date month/day/year

School Year 23-24 Changes Made By 02: Parent/Guardian Request

Data Opt Out Select all that apply

01: Address
02: Name
03: Phone
04: Photo

Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes?
NO: No, I do not give my permission for my student's directory information to be shared.

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?
NO: No, I do not give my permission for my student's information to be shared with the US Military.

Comments Maximum 255 characters

Modified By: Administrator, Demo 06/20/2024

Save Cancel Delete

FERPA Program Detail

Enter/Modify FERPA Record

1. Click **New** in the action bar across the bottom.
2. Enter a **Start Date** for when the parent/guardian provided answers to the FERPA waiver.
3. Select the appropriate answer for the **Changes Made By** field.
4. Select the appropriate answers for **Questions 1-2** (**Note:** some states have additional questions).
5. Enter any **Comments** related to this record.
6. Click **Save** when finished. The new record is listed below the School Year field.

To make changes to a record, select the record by clicking **View**. Make any necessary changes and click **Save** when finished.

Overlapping records are not allowed. An existing record 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. Select **View** on the record you need to end.
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.

Minnesota State		Abegg, Justin - FERPA Summary Report	
Generated on 06/20/2024 12:53:14 PM Page 1 of 1		Grade: 09	Birthdate: 01/01/2009 State ID: 3470098765432
Start Date: 05/10/2024	End Date:	Created By: Plainview Schools , 10001, 06/20/2024 12:00 AM	
Changes Made By: Parent/Guardian Request School Year: 2024	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, Name, Phone, Photo	Comments:		
Start Date: 08/02/2022	End Date: 06/09/2023	Created By: Plainview Schools , 10001, 06/20/2024 12:00 AM	
Changes Made By: Parent/Guardian Request School Year: 2023	Question 1:	Question 2:	
Data Opt Out: Address, Name, Phone, Photo	Comments:		

FERPA Print Summary

FERPA Editor Fields

Field	Description	Ad Hoc Fields/Database Location
Start Date	Indicates the date the FERPA waiver was recorded	Student > Learner > FERPA > FERPA > startDate ferpa.startDate
End Date	Indicates the date the FERPA waiver ended.	Student > Learner > FERPA > FERPA > endDate ferpa.endDate
School Year	Records may be filtered by school year. This dropdown corresponds to the values stored in the School Year Setup tool.	Student > Learner > FERPA > FERPA > schoolYear ferpa.schoolYear

Field	Description	Ad Hoc Fields/Database Location
Changes Made By	<p>Droplist where a value may be selected to indicate why a change was made.</p> <ul style="list-style-type: none"> • 01 - FERPA Survey Response • 02 - Parent/Guardian Request • 03 - District Admin Response 	Student > Learner > FERPA > FERPA > changesMadeBy ferpa.changesMadeBy
Data Opt Out	Multiple values may be selected to indicate which data is not to be shared.	Student > Learner > FERPA > FERPA > dataOptOut ferpa.dataOptOut
Comments	This field has a 255 character limit. Follow local practices when entering text in this field. This field does not appear in the Program Editor. Users must select the record to see this detail.	Student > Learner > FERPA > FERPA > ferpa.comments ferpa.comments
Created By	Displays the name and number of the district that created the record, along with a date and timestamp. Appears on the record and printed report.	Student > Learner > FERPA > FERPA > districtID, createdDate ferpa.districtID ferpa.createdDate
Modified By	Displays the name of the person who created or modified the record in the lower right hand corner of the record. Users must select the record to see this detail.	Student > Learner > FERPA > FERPA > modifiedByID, modifiedDate ferpa.modifiedByID ferpa.modifiedDate

FERPA Waiver Questions (some states may have additional questions):

Field	Description	Ad Hoc Fields/Database Location
Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes?	<p>FERPA question regarding student directory information, where the parent/guardian can select one of the following answers:</p> <ul style="list-style-type: none"> • 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. 	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?	<p>FERPA question regarding student information being provided to the US military, where the parent/guardian can select one of the following answers:</p> <ul style="list-style-type: none"> • 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. 	Student > Learner > FERPA > FERPA > militaryQuestion ferpa.militaryQuestion

State-Specific Information

Follow these links to view FERPA information for your state. Linked articles open in a new browser tab.

- [Delaware](#)
- [Montana](#)
- [North Carolina](#)
- [South Dakota](#)
- [Virginia](#)
