

FERPA (Family Educational Rights and Privacy Act)

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Last Updated 07/25

Enter/Modify FERPA Record | End a FERPA Record | Print a Report | FERPA Editor Fields | State-Specific Information Links

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 <u>US Department of Education</u> website for more information.

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. FERPA is read-only in State Edition.



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.

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.

* Medical Condition(s)	2 HS Graduation 🎾 After School Care		Related Tools
•			
Start Date: 05/10/2024	School Year: 2024	Question 1: No, I do not give my permission	
End Date:	Changes Made By: Parent/Guardian Request	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	
	63	with the US Military.	
	Crea	tted By: Plainview Schools 10001; 06/08/2023	View
Start Date: 08/02/2022	School Year: 2023	Question 1:	
End Date: 06/09/2023	Changes Made By: Parent/Guardian Request	Question 2:	
	Crea	ated By: Plainview Schools 10001; 06/08/2023	View

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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.

Abegg, Justin J (Jay) A Counselor: Indrani Counse Medical Condition(s)	Student #: 1101900001 Grade: 09 DOB: 01/01/2009 or # HS Graduation // After School Care	Related Tools
Program Information		
Start Date *	End Date	
05/10/2024	month/day/year	
School Year	Changes Made By	
23-24	02: Parent/Guardian Request	
OI: Address Image: Constraint of the second sec	low directory information to be shared for non-commercial purposes? n for my student's directory information to be shared. rour student's contact information to be provided to the US Military for the sole purp n for my student's information to be shared with the US Military.	▼ lose of informing students of potential career
		Modified By: Administrator, Demo 06/20/2024

Enter/Modify FERPA Record

1. Click **New** in the action bar across the bottom.

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- 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 Generated on 06/20/2024 12:53:14 PM Pag	e 1 of 1 Grade: 09 Birthdate: 01	ERPA Summary Report /01/2009 State ID: 3470098765432
Start Date: 05/10/2024	End Date:	Created By: Plainview Schools, 10001, osciousord, 19:00 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		
Commente:		
Start Date: 08/02/2022	End Date: 06/09/2023	Created By: Plainview Schools , 10001,
Changes Made By: Parent/Guardian Request School Year: 2023	Question 1:	Question 2:
Data Opt Out: Address, Name, Phone, Photo		

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 droplist 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	 Droplist where a value may be selected to indicate why a change was made. 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?	 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. NO: No, I do not give my permission for my student's directory information to be shared. PDNA: Parent did not answer. 	<pre>Student > Learner > FERPA > FERPA > directoryQuestion ferpa.directoryQuestion</pre>
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 hared with the US Military. PDNA: Parent did not answer. 	Student > Learner > FERPA > FERPA > militaryQuestion ferpa.militaryQuestion

State-Specific Information Links

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



- <u>Delaware</u>
- <u>Montana</u>
- North Carolina
- <u>Virginia</u>
- South Dakota