

# FERPA (Family Educational Rights and Privacy Act)

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Last Updated 06/24

[Enter/Modify FERPA Record](#) | [End a FERPA Record](#) | [Print a Report](#) | [FERPA Editor Fields](#)

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.

The screenshot displays the FERPA tool interface for a student named Justin J. Abegg. The top section shows the student's profile with fields for Student #, Grade, DOB, and Counselor. Below this is a 'Program Information' section with the following details:

- Start Date: 05/10/2024
- End Date: month/day/year
- School Year: 23-24
- Changes Made By: 02: Parent/Guardian Request

The 'Data Opt Out' section includes checkboxes for:

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

Two questions are displayed:

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

At the bottom, there is a 'Comments' field and a 'Modified By' field showing 'Administrator, Demo 06/20/2024'. A red arrow points from a 'View' button in the top right corner to the 'Program Information' section.

*FERPA Record*

**Read** - Access and view the FERPA tool.

**Write** - Modify existing FERPA records.

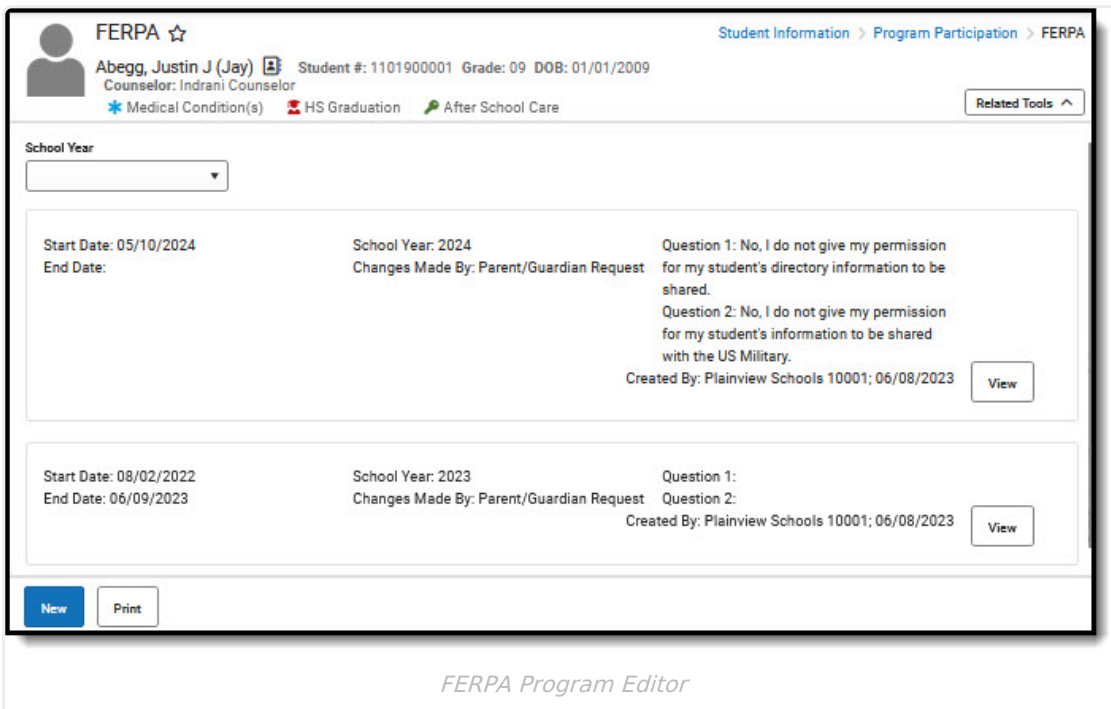
**Add** - Enter new FERPA records.

**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. FERPA is read-only in State Edition.

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 displays the FERPA Program Editor interface. At the top, it shows the student's name, Abegg, Justin J (Jay), along with their student ID (1101900001), grade (09), and date of birth (01/01/2009). The counselor is listed as Indrani. Below this, there are icons for Medical Condition(s), HS Graduation, and After School Care. A 'Related Tools' button is also visible.

The main area contains a 'School Year' dropdown menu and a list of FERPA records. Each record includes the following information:

- Record 1 (most recent):** Start Date: 05/10/2024, End Date: (blank), School Year: 2024, Changes Made By: Parent/Guardian Request. It contains two questions: 'Question 1: No, I do not give my permission for my student's directory information to be shared.' and 'Question 2: No, I do not give my permission for my student's information to be shared with the US Military.' The record was created by Plainview Schools 10001 on 06/08/2023. A 'View' button is present.
- Record 2:** Start Date: 08/02/2022, End Date: 06/09/2023, School Year: 2023, Changes Made By: Parent/Guardian Request. It contains two questions: 'Question 1:' and 'Question 2:'. The record was created by Plainview Schools 10001 on 06/08/2023. A 'View' button is present.

At the bottom left, there are 'New' and 'Print' buttons. The title 'FERPA Program Editor' is centered at the bottom of the interface.

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  |  |
| <b>Start Date:</b> 05/10/2024  | <b>End Date:</b>  | <b>Created By:</b> Plainview Schools , 10001, 06/20/2024 12:00 AM  |  |
| <b>Change Made By:</b> Parent/Guardian Request<br><b>School Year:</b> 2024 | <b>Question 1:</b> No, I do not give my permission for my student's directory information to be shared. | <b>Question 2:</b> No, I do not give my permission for my student's information to be shared with the US Military. |  |
| <b>Data Opt Out:</b> Address, Name, Phone, Photo                           |   |  |  |
| <b>Comments:</b>   |   |  |  |
| <b>Start Date:</b> 08/02/2022  | <b>End Date:</b> 06/09/2023   | <b>Created By:</b> Plainview Schools , 10001, 06/20/2024 12:00 AM  |  |
| <b>Change Made By:</b> Parent/Guardian Request<br><b>School Year:</b> 2023 | <b>Question 1:</b>  | <b>Question 2:</b>   |  |
| <b>Data Opt Out:</b> Address, Name, Phone, Photo                           |   |  |  |
| <b>Comments:</b>   |   |  |  |

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<br><b>ferpa.startDate</b>   |
| End Date    | Indicates the date the FERPA waiver ended.  | Student > Learner > FERPA > FERPA > endDate<br><b>ferpa.endDate</b>       |
| 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<br><b>ferpa.schoolYear</b> |

| 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"> <li>• 01 - FERPA Survey Response</li> <li>• 02 - Parent/Guardian Request</li> <li>• 03 - District Admin Response</li> </ul> | <p>Student &gt; Learner &gt; FERPA &gt; FERPA &gt; changesMadeBy<br/> <b>ferpa.changesMadeBy</b></p>  |
| Data Opt Out    | <p>Multiple values may be selected to indicate which data is not to be shared.</p>  | <p>Student &gt; Learner &gt; FERPA &gt; FERPA &gt; dataOptOut<br/> <b>ferpa.dataOptOut</b></p>  |
| Comments        | <p>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.</p>  | <p>Student &gt; Learner &gt; FERPA &gt; FERPA &gt; ferpa.comments<br/> <b>ferpa.comments</b></p>  |
| Created By      | <p>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.</p>   | <p>Student &gt; Learner &gt; FERPA &gt; FERPA &gt; districtID, createdDate<br/> <b>ferpa.districtID</b><br/> <b>ferpa.createdDate</b></p>       |
| Modified By     | <p>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.</p>  | <p>Student &gt; Learner &gt; FERPA &gt; FERPA &gt; modifiedByID, modifiedDate<br/> <b>ferpa.modifiedByID</b><br/> <b>ferpa.modifiedDate</b></p> |

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

| Field  | Description  | Ad Hoc Fields/Database Location  |
|--|--|--|
| <p><b>Question 1:</b> Do you grant permission to allow directory information to be shared for non-commercial purposes?</p>   | <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"> <li>• YES: Yes, I give my permission for my student's directory information to be shared.</li> <li>• NO: No, I do not give my permission for my student's directory information to be shared.</li> <li>• PDNA: Parent did not answer.</li> </ul>  | <p>Student &gt; Learner &gt; FERPA &gt; FERPA &gt; directoryQuestion<br/> <b>ferpa.directoryQuestion</b></p> |
| <p><b>Question 2:</b> 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> | <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"> <li>• YES: Yes, I give my permission for my student's information to be shared with the US Military.</li> <li>• NO: No, I do not give my permission for my student's information to be shared to be shared with the US Military.</li> <li>• PDNA: Parent did not answer.</li> </ul> | <p>Student &gt; Learner &gt; FERPA &gt; FERPA &gt; militaryQuestion<br/> <b>ferpa.militaryQuestion</b></p>   |

