

FERPA (Family Educational Rights and Privacy Act)

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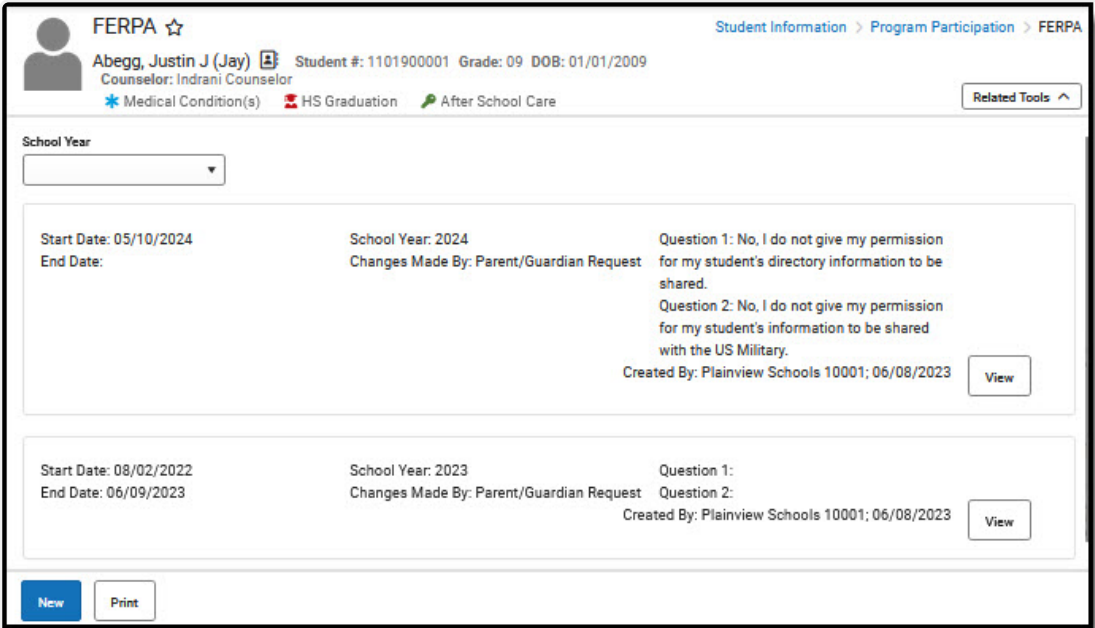
Tool Search: FERPA

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 image displays two overlapping screenshots of the FERPA record management interface. The top screenshot shows a summary view for a FERPA record for student Justin J. Abegg. It includes fields for Start Date (05/10/2024), End Date, School Year (2024), and Changes Made By (Parent/Guardian Request). It also contains two questions regarding permission to share directory information and contact information with the US Military, both with 'NO' responses. A 'View' button is highlighted with a red box. The bottom screenshot shows the 'Program Information' form, which is more detailed. It includes fields for Start Date (05/10/2024), End Date (month/day/year), School Year (23-24), and Changes Made By (02: Parent/Guardian Request). There is a 'Data Opt Out' section with checkboxes for Address, Name, Phone, and Photo. Below this are the same two permission questions as in the summary view, with 'NO' responses. A comments field is also present. A red arrow points from the 'View' button in the top screenshot to the 'Program Information' section in the bottom screenshot. At the bottom of the interface, the text 'FERPA Record' is displayed.

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 for a student named Justin J. Abegg. At the top, the student's name and a star icon are shown. To the right, navigation links for 'Student Information', 'Program Participation', and 'FERPA' are visible. Below the name, the student's details are listed: 'Abegg, Justin J (Jay)', 'Counselor: Indrani Counselor', 'Student #: 1101900001', 'Grade: 09', and 'DOB: 01/01/2009'. There are also icons for 'Medical Condition(s)', 'HS Graduation', and 'After School Care', along with a 'Related Tools' button.

A 'School Year' dropdown menu is located below the student information. The main area contains a list of FERPA records. Each record shows the 'Start Date', 'End Date', 'School Year', 'Changes Made By', and two questions with their answers. The most recent record is for the 2024 school year, starting on 05/10/2024. The questions are: '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 next to each record.

At the bottom left of the interface, there are 'New' and 'Print' buttons. The caption below the screenshot reads '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 ☆

[Student Information](#) > [Program Participation](#) > [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 *

End Date

School Year

Changes Made By

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?

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?

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	
Change 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	
Change 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 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	<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 	<p>Student > Learner > FERPA > FERPA > changesMadeBy ferpa.changesMadeBy</p>
Data Opt Out	<p>Multiple values may be selected to indicate which data is not to be shared.</p>	<p>Student > Learner > FERPA > FERPA > dataOptOut ferpa.dataOptOut</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 > Learner > FERPA > FERPA > ferpa.comments ferpa.comments</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 > Learner > FERPA > FERPA > districtID, createdDate ferpa.districtID ferpa.createdDate</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 > Learner > FERPA > FERPA > modifiedByID, modifiedDate ferpa.modifiedByID ferpa.modifiedDate</p>

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

Field	Description	Ad Hoc Fields/Database Location
<p>Question 1: 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"> • 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. 	<p>Student > Learner > FERPA > FERPA > directoryQuestion ferpa.directoryQuestion</p>
<p>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>	<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. 	<p>Student > Learner > FERPA > FERPA > militaryQuestion ferpa.militaryQuestion</p>

FERPA Tool Rights

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.