





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.





**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

^

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.

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**FERPA** ☆

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**Abegg, Justin J (Jay)**

Student #: 1101900001 Grade: 09 DOB: 01/01/2009  
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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**

Generated on 06/20/2024 12:53:14 PM Page 1 of 1

**Abegg, Justin - FERPA Summary Report**

Grade: 09 Birthdate: 01/01/2009 State ID: 3470098765432

**Start Date:** 05/10/2024

**Changes Made By:** Parent/Guardian Request

**School Year:** 2024

**Data Opt Out:** Address, Name, Phone, Photo

**Comments:**

**End Date:**

**Question 1:** No, I do not give my permission for my student's directory information to be shared.

**Created By:** Plainview Schools , 10001, 06/20/2024 12:00 AM

**Question 2:** No, I do not give my permission for my student's information to be shared with the US Military.

**Start Date:** 08/02/2022

**Changes Made By:** Parent/Guardian Request

**School Year:** 2023

**Data Opt Out:** Address, Name, Phone, Photo

**Comments:**

**End Date:** 06/09/2023

**Question 1:**

**Created By:** Plainview Schools , 10001, 06/20/2024 12:00 AM

**Question 2:**

*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 <b>ferpa.startDate</b>
End Date	Indicates the date the FERPA waiver ended.	Student > Learner > FERPA > FERPA > endDate <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 <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  <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  <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  <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  <b>ferpa.districtID</b>  <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  <b>ferpa.modifiedByID</b>  <b>ferpa.modifiedDate</b></p>

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

Field	Description	Ad Hoc Fields/Database Location
<b>Question 1:</b> 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"> <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</p> <p><b>ferpa.directoryQuestion</b></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>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</p> <p><b>ferpa.militaryQuestion</b></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.