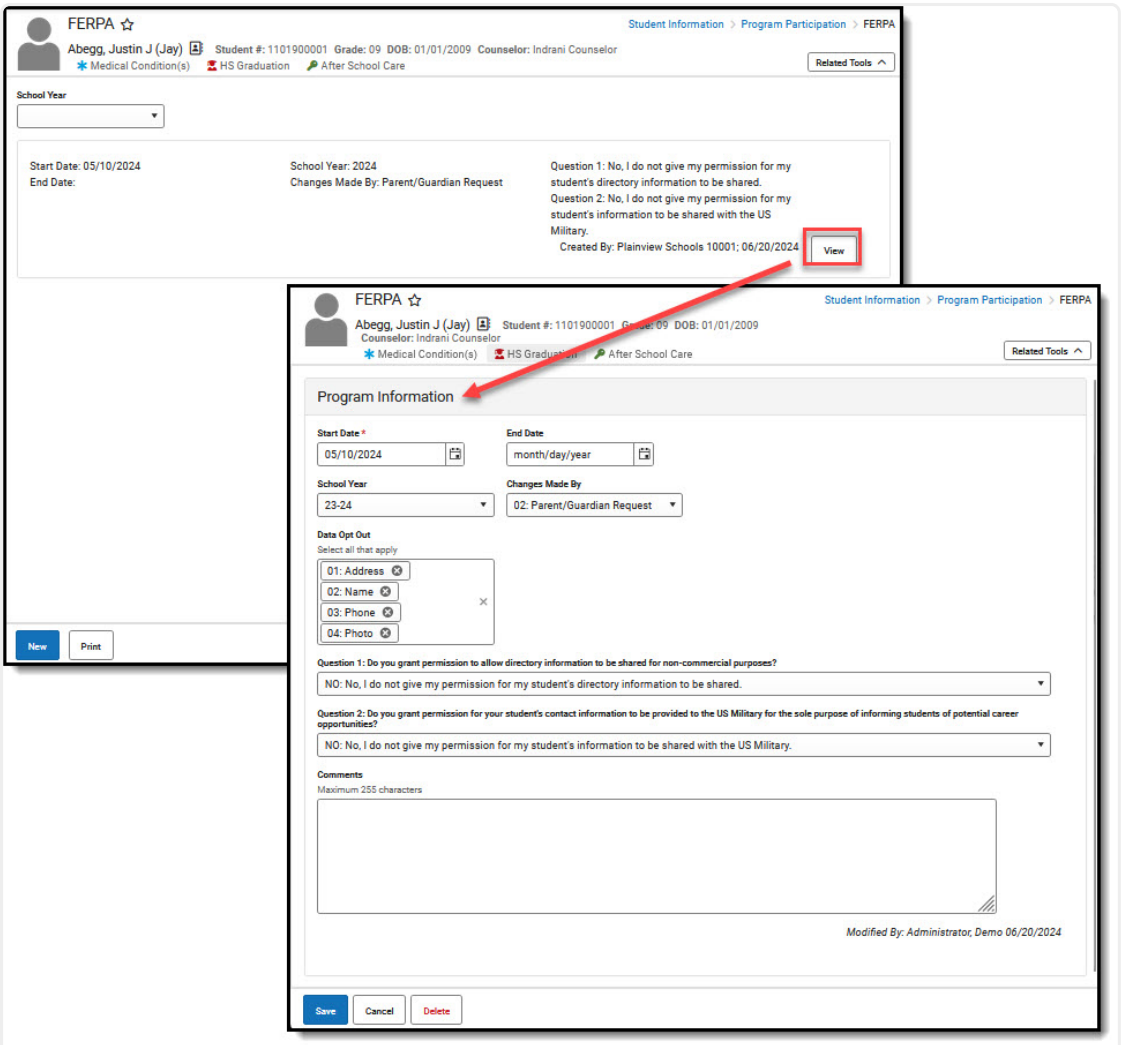
FERPA (Family Educational Rights and Privacy Act)

Last Modified on 08/21/2026 9:24 am CDT

Path: Student Information > Program Participation > 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.

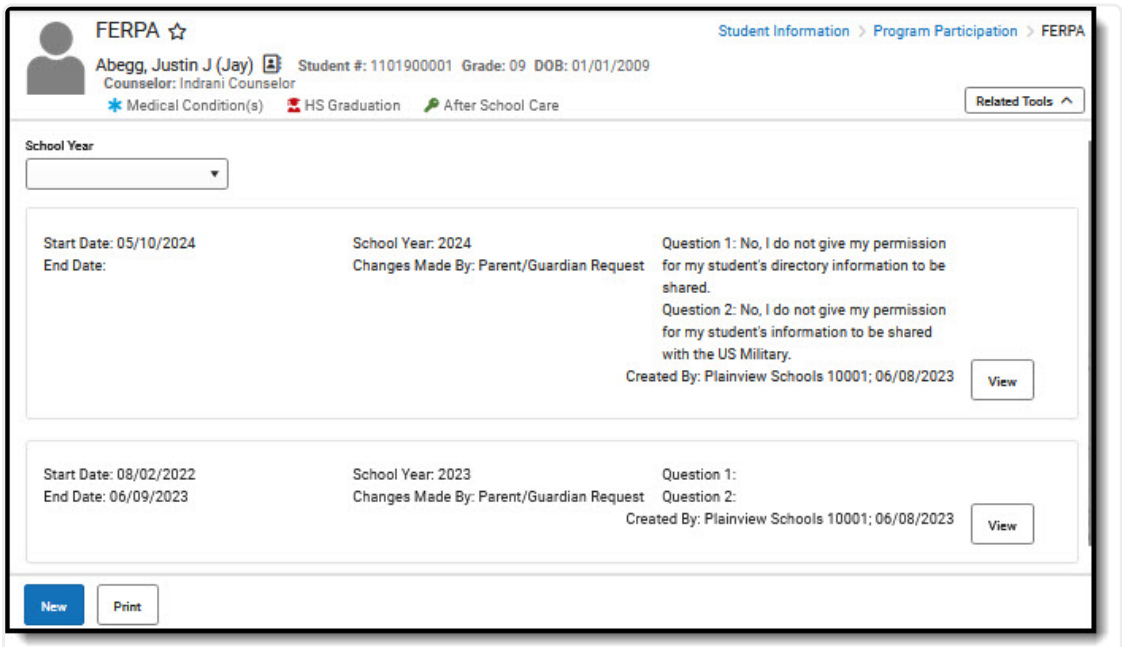
Use the Federal/State Program Updater tool to import FERPA records to this tool. This tool is available in both State and District Editions. FERPA is read-only in State Edition.



FERPA Records can be viewed, entered, and modified using this tool.

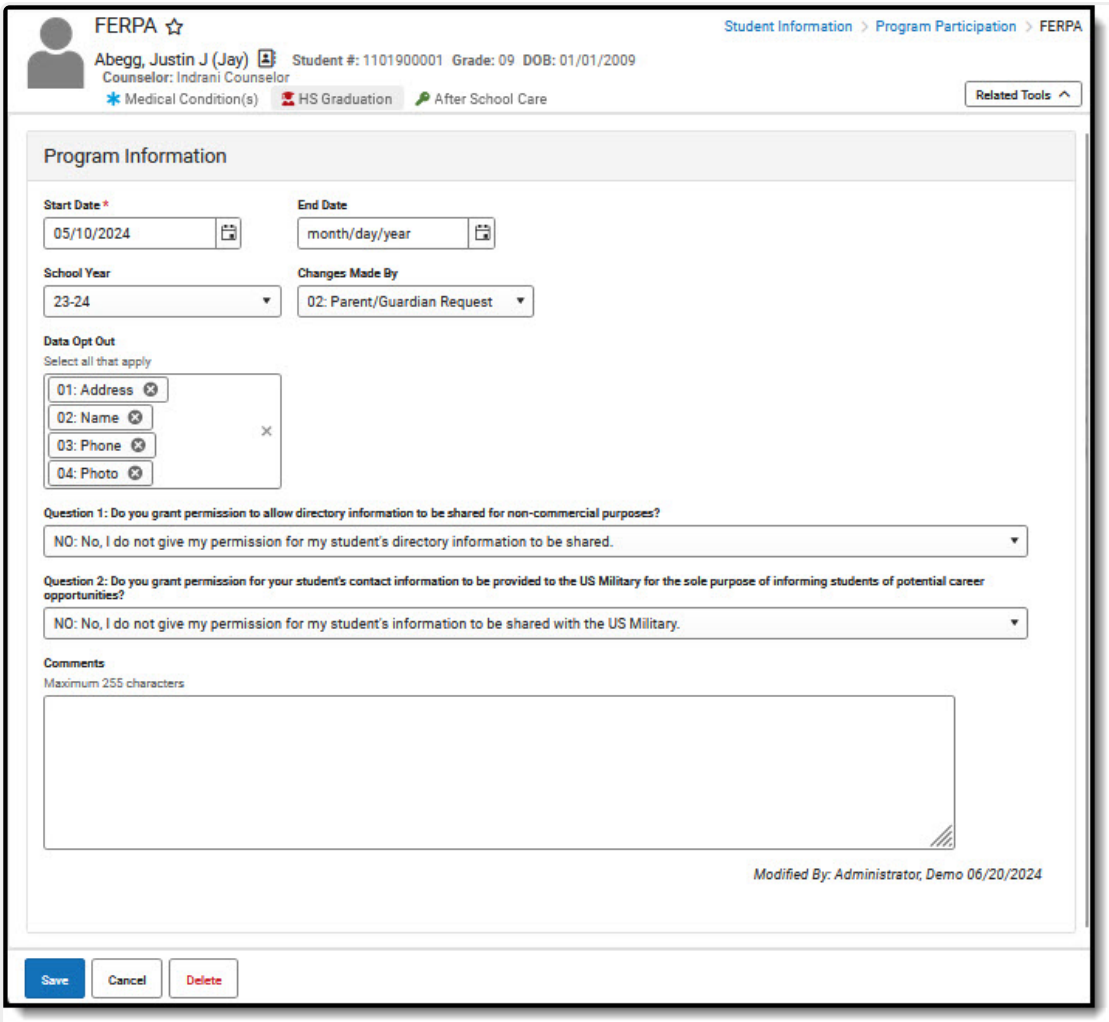
See the Program Participation Tools Tool Rights article to learn about rights needed to use this tool.

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.



FERPA records are listed chronologically, newest to oldest.

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.



The Program Information screen displays details of the selected FERPA record.

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.

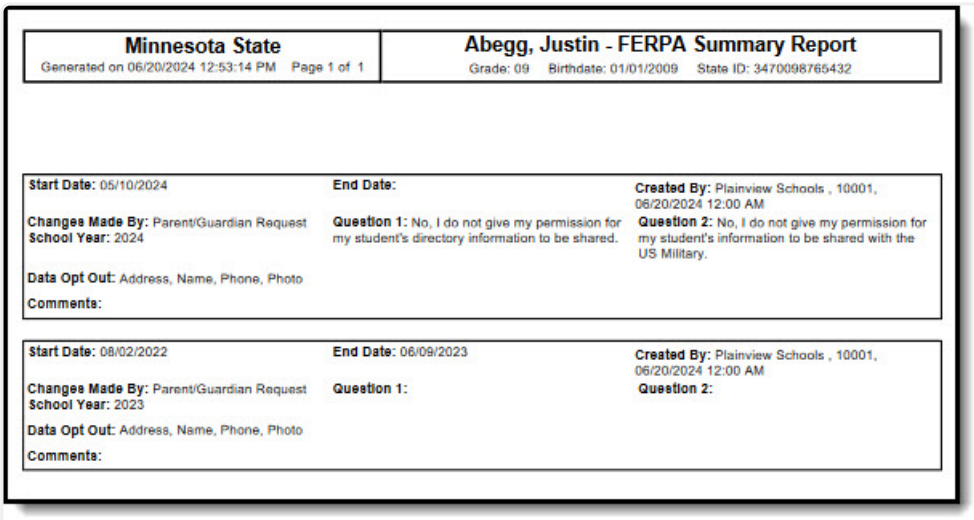
Overlapping records are not allowed. An existing record needs to be ended prior to a new record being added. To add a new FERPA record, click **New** and enter the applicable information for the new record.

End 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 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
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:

A summary report of a student's FERPA records can be generated.

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. • 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?	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 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
- Kentucky
- Montana
- North Carolina
- South Dakota
- Virginia