

FERPA (South Dakota)

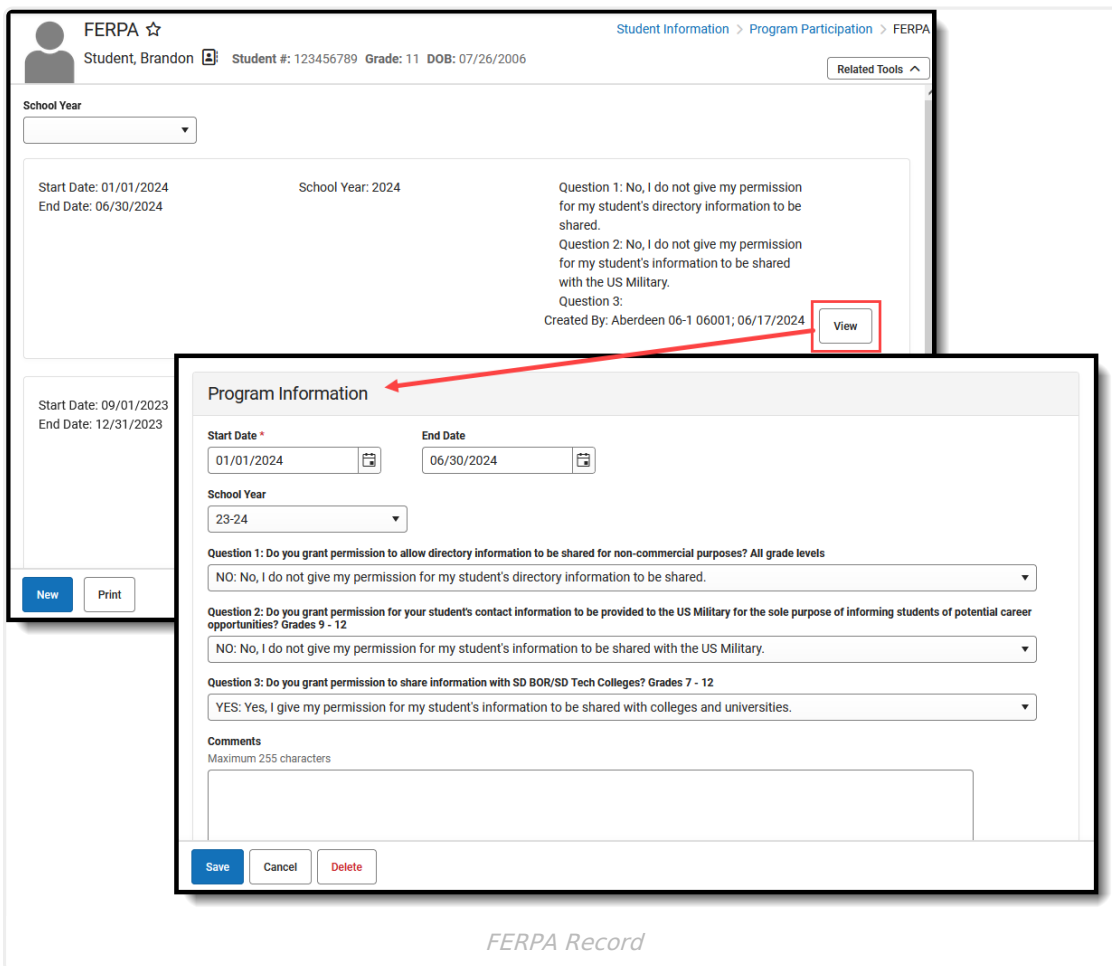
Last Modified on 10/21/2024 8:21 am CDT

[Add a FERPA Record](#) | [End a FERPA Record](#) | [Print a Report](#) | [FERPA Field Descriptions](#)

Tool Search: FERPA

The FERPA (Family Educational Rights and Privacy Act) gives parents/guardians certain rights regarding their children's education records. For more information, visit the [US Department of Education](#) website.

This information is current as of the Campus.2427 (July 2024) release.



The screenshot displays the FERPA tool interface. At the top, there's a header with the Infinite Campus logo and the title 'FERPA (South Dakota)'. Below this, a navigation bar includes links for 'Add a FERPA Record', 'End a FERPA Record', 'Print a Report', and 'FERPA Field Descriptions'. The main content area shows a student record for 'Student, Brandon' with fields for Student #, Grade, and DOB. A 'View' button is highlighted with a red box. Below the student record, a modal window titled 'Program Information' is open, showing fields for Start Date, End Date, School Year, and three questions regarding FERPA permissions. The modal also includes a 'Comments' section and buttons for 'Save', 'Cancel', and 'Delete'.

FERPA Record

Read - Access and view the FERPA tool.

Write - Modify existing FERPA records.

Add - Enter new FERPA records.

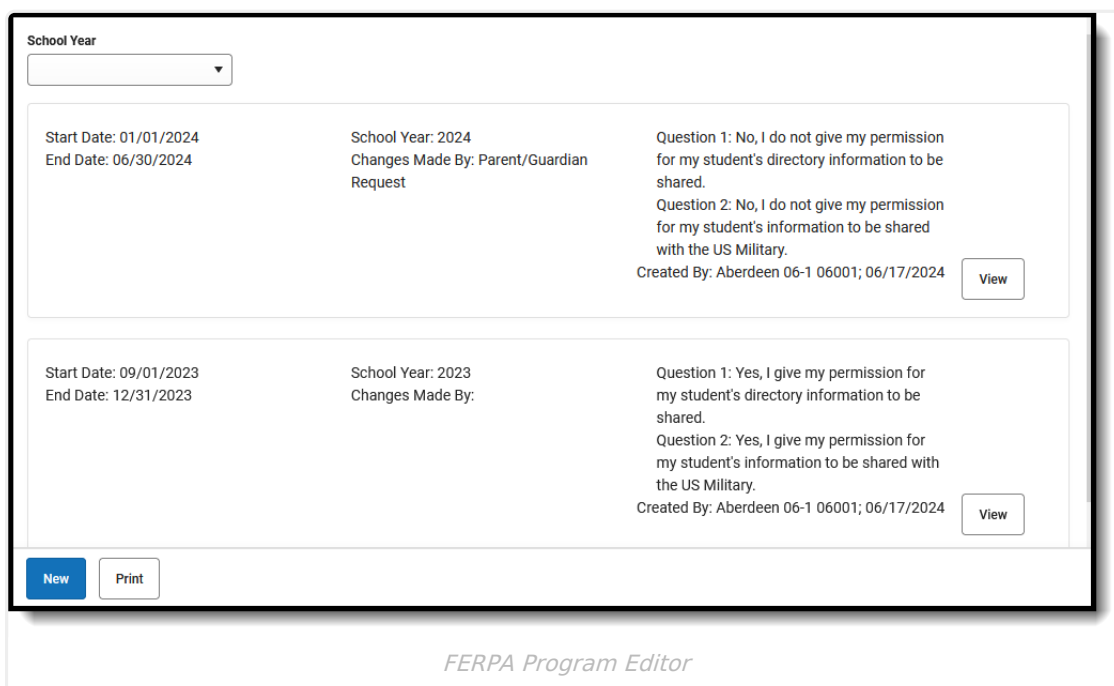
Delete - Permanently remove FERPA records.

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.

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 shows the 'FERPA Program Editor' interface. At the top, there is a 'School Year' dropdown menu. Below it, two FERPA records are listed. Each record contains the following information:

- Start Date:** 01/01/2024 (for the first record) and 09/01/2023 (for the second record).
- End Date:** 06/30/2024 (for the first record) and 12/31/2023 (for the second record).
- School Year:** 2024 (for the first record) and 2023 (for the second record).
- Changes Made By:** Parent/Guardian Request (for the first record) and (blank) (for the second record).
- Questions:**
 - Question 1: No, I do not give my permission for my student's directory information to be shared. (for the first record) and Yes, I give my permission for my student's directory information to be shared. (for the second record).
 - Question 2: No, I do not give my permission for my student's information to be shared with the US Military. (for the first record) and Yes, I give my permission for my student's information to be shared with the US Military. (for the second record).
- Created By:** Aberdeen 06-1 06001; 06/17/2024 (for both records).
- Action:** A 'View' button is present next to each record.

At the bottom of the interface, there are 'New' and 'Print' buttons.

Click **View** to view the **Program Detail** for the selected record and see details about that record, and modify it as needed.

Add a FERPA Record

1. Click **New** in the action bar across the bottom. The Program Information editor displays.
2. Enter a **Start Date** for when the parent/guardian provided answers to the FERPA waiver.
3. Select the appropriate answers for **Questions 1 through 3**.
4. Enter any **Comments** related to this record.
5. Click **Save** when finished. The new record is listed below the School Year field.

To change the FERPA record, select the record by clicking **View**. Make any necessary changes and click **Save** when finished.

Overlapping records are not allowed, meaning an existing record needs to be ended before a

new record can be added. To add a new FERPA record, click **New** and enter the applicable information for the new record.

End a FERPA Record

1. Click **View** top open an existing FERPA record. The Program Information editor displays.
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.

South Dakota State		FERPA Summary Report	
Generated on 06/17/2024 11:02:08 AM Page 1 of 1		Grade: 11 Birthdate: 07/26/2006 State ID:	
Start Date: 01/01/2024 Changes Made By: Parent/Guardian Request School Year: 2024 Data Opt Out: Address, Name, Phone, Photo Comments:	End Date: 06/30/2024 Question 1: No, I do not give my permission for my student's directory information to be shared.	Created By: Aberdeen 06-1, 06001, 06/17/2024 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: 09/01/2023 Changes Made By: School Year: 2023 Data Opt Out: Comments:	End Date: 12/31/2023 Question 1: Yes, I give my permission for my student's directory information to be shared.	Created By: Aberdeen 06-1, 06001, 06/17/2024 12:00 AM Question 2: Yes, I give my permission for my student's information to be shared with the US Military.	

FERPA Print Summary

FERPA Field Descriptions

[Start Date](#) | [End Date](#) | [FERPA Waiver Questions](#) | [Comments](#)

Start Date

Indicates the date the FERPA waiver was recorded.

► [Click here to expand...](#)

Database Location:

FERPA.startDate

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > startDate (**ferpa.startDate**)

End Date

Indicates the date the FERPA waiver ended.

▶ [Click here to expand...](#)

Database Location:

FERPA.endDate

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > endDate (**ferpa.endDate**)

FERPA Waiver Questions

Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes? All grade levels

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.

▶ [Click here to expand...](#)

Database Location:

FERPA.directoryQuestion

Ad hoc Inquiries:

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? Grades 9-12

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.

[▶ Click here to expand...](#)

Database Location:

FERPA.militaryQuestion

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > militaryQuestion (**ferpa.militaryQuestion**)

Question 3: Do you grant permission to share information with SD BOR/SD Tech Collegs? Grades 7-12

FERPA question regarding student information being provided to colleges and universities, 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 colleges and universities.
- NO: No, I do not give my permission for my student's information to be shared to be shared with colleges and universities.
- PDNA: Parent did not answer.

[▶ Click here to expand...](#)

Database Location:

FERPA.collegesQuestion

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > collegesQuestion (**ferpa.collegesQuestion**)

Comments

Lists any comments related to the student's FERPA waiver.

[▶ Click here to expand...](#)

Database Location:

FERPA.comments

Ad hoc Inquiries:

Student > Learner > FERPA > FERPA > comments (**ferpa.comments**)
