FERPA (South Dakota)

Last Modified on 12/13/2024 12:27 pm CST

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.

FERPA Record

Read - Access and view the FERPA tool.
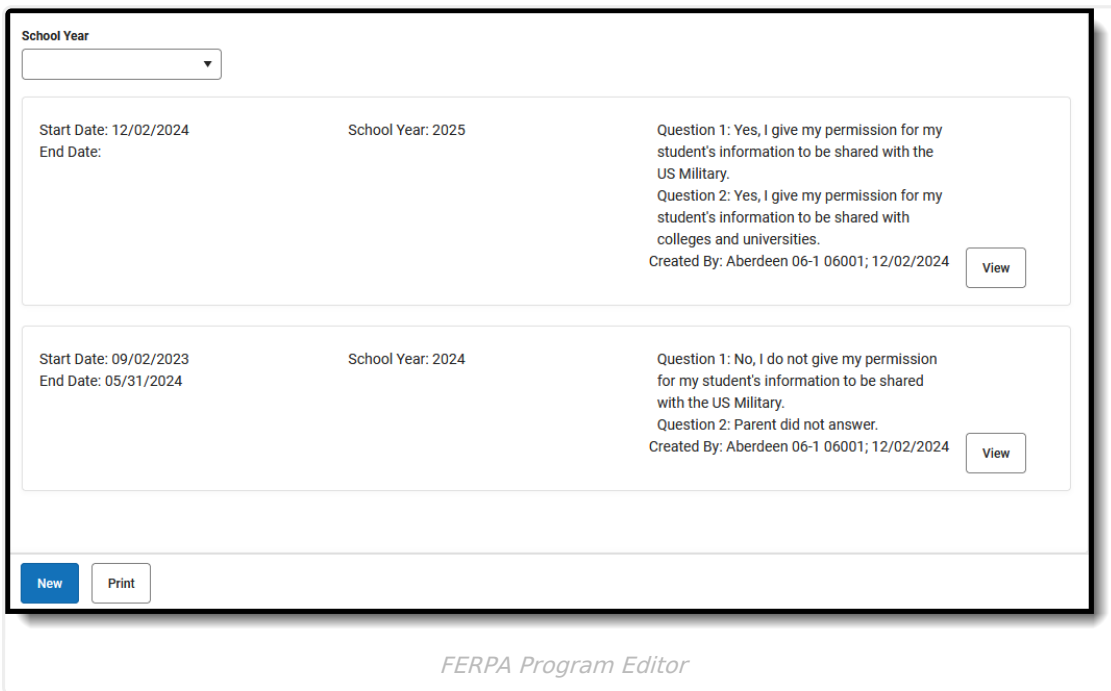**Write** - Modify existing FERPA records.

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.

FERPA Program Editor

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 **School Year** to which this record applies.
4. Select the appropriate answers for **Questions 1 and 2**.
5. Enter any **Comments** related to this record.
6. 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 12/02/2024 02:25:05 PM Page 1 of 1	Grade: 02 Birthdate: 05/24/2017 State ID:	

Start Date: 12/02/2024	**End Date:**	**Created By:** Aberdeen 06-1, 06001, 12/02/2024 12:00 AM
Question 1: Yes, I give my permission for my student's information to be shared with the US Military.	**Question 2:** Yes, I give my permission for my student's information to be shared with colleges and universities.	**School Year:** 2025
Comments: yes		
Start Date: 09/02/2023	**End Date:** 05/31/2024	**Created By:** Aberdeen 06-1, 06001, 12/02/2024 12:00 AM
Question 1: No, I do not give my permission for my student's information to be shared with the US Military.	**Question 2:** Parent did not answer.	**School Year:** 2024
Comments:		

FERPA Print Summary

FERPA Field Descriptions

Field	Description	Additional Information

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Field	Description	Additional Information
Start Date *Required*	Indicates the date the FERPA waiver was recorded.	**Database Location:** FERPA.startDate **Ad hoc Inquiries:** Student > Learner > FERPA > FERPA > startDate (**ferpa.startDate**)
End Date	Indicates the date the FERPA waiver ended.	**Database Location:** FERPA.endDate **Ad hoc Inquiries:** Student > Learner > FERPA > FERPA > endDate (**ferpa.endDate**)
School Year	Indicates the school year in which the record applies.	**Database Location:** FERPA.schoolYear **Ad hoc Inquiries:** Student > Learner > FERPA > FERPA > schoolYear (**ferpa.schoolYear**)
Question 1: 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.	**Database Location:** FERPA.militaryQuestion **Ad hoc Inquiries:** Student > Learner > FERPA > FERPA > militaryQuestion **(ferpa.militaryQuestion)**

Field	Description	Additional Information
Question 2: Do you grant permission to share information with SD BOR/SD Tech Collegs? Grades 7-12	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.	**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.	**Database Location:** FERPA.comments **Ad hoc Inquiries:** Student > Learner > FERPA > FERPA > comments (**ferpa.comments**)