

# FERPA (South Dakota)

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

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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, it shows the student's name 'Student, Brandon', ID '123456789', Grade '02', and DOB '05/24/2017'. Below this is a 'School Year' dropdown menu. The main record area contains 'Start Date: 12/02/2024', 'End Date:', and 'School Year: 2025'. Two questions are listed: 'Question 1: Yes, I give my permission for my student's information to be shared with the US Military.' and 'Question 2: Yes, I give my permission for my student's information to be shared with colleges and universities.' A 'View' button is highlighted with a red box. A red arrow points from this button to a 'Program Information' modal window. This modal window contains fields for 'Start Date: (Required)' (12/02/2024), 'End Date:' (month/day/year), and 'School Year:' (24-25). It also includes dropdown menus for the two questions, both currently set to 'YES'. A 'Comments' field contains the text 'yes'. At the bottom of the modal are 'Save', 'Cancel', and 'Delete' buttons.

*FERPA Record*

**Read** - Access and view the FERPA tool.

**Write** - Modify existing FERPA records.

**Add** - Enter new FERPA records.

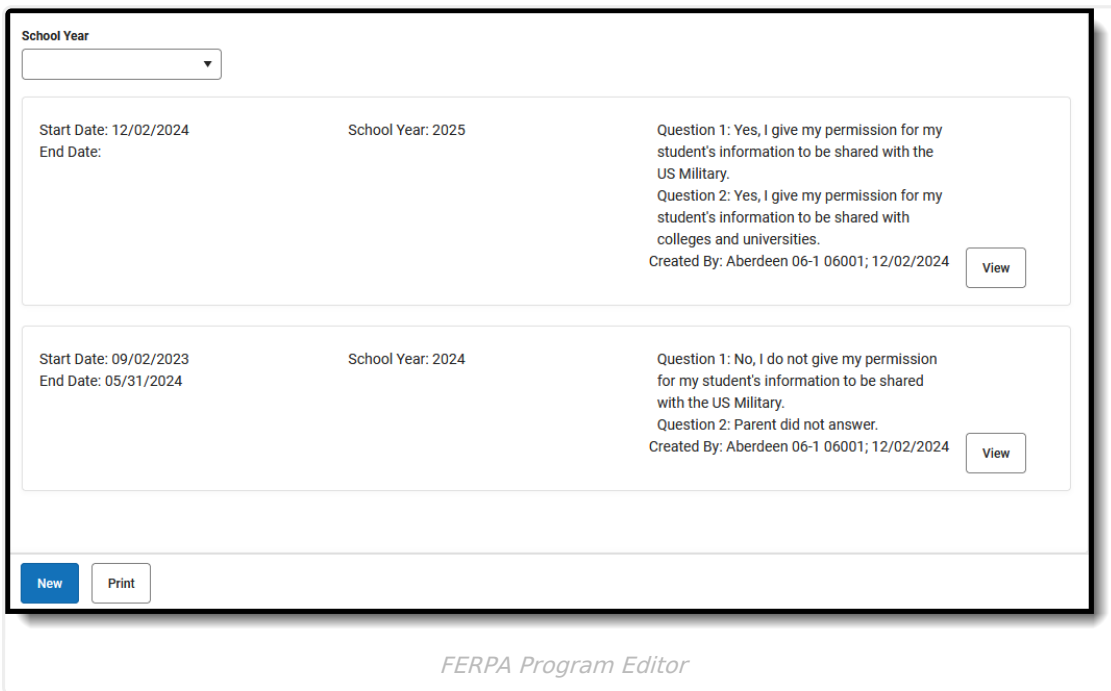
**Delete** - Permanently remove FERPA records.

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 record entries are displayed in a list. Each entry includes a 'Start Date', 'End Date', 'School Year', and two questions. The first question asks for permission to share information with the US Military, and the second question asks for permission to share information with colleges and universities. A 'View' button is located to the right of each record. At the bottom of the interface, there are 'New' and 'Print' buttons.

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

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

*FERPA Print Summary*

## FERPA Field Descriptions

Field	Description	Additional Information
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Field	Description	Additional Information
<b>Start Date</b> <i>Required</i>	Indicates the date the FERPA waiver was recorded.	<b>Database Location:</b> FERPA.startDate  <b>Ad hoc Inquiries:</b> Student > Learner > FERPA > FERPA > startDate ( <b>ferpa.startDate</b> )
<b>End Date</b>	Indicates the date the FERPA waiver ended.	<b>Database Location:</b> FERPA.endDate  <b>Ad hoc Inquiries:</b> Student > Learner > FERPA > FERPA > endDate ( <b>ferpa.endDate</b> )
<b>School Year</b>	Indicates the school year in which the record applies.	<b>Database Location:</b> FERPA.schoolYear  <b>Ad hoc Inquiries:</b> Student > Learner > FERPA > FERPA > schoolYear ( <b>ferpa.schoolYear</b> )
<b>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</b>	FERPA question regarding student information being provided to the US military, where the parent/guardian can select one of the following answers: <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>	<b>Database Location:</b> FERPA.militaryQuestion  <b>Ad hoc Inquiries:</b> Student > Learner > FERPA > FERPA > militaryQuestion ( <b>ferpa.militaryQuestion</b> )

Field	Description	Additional Information
<p><b>Question 2: Do you grant permission to share information with SD BOR/SD Tech Collegs? Grades 7-12</b></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"> <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><b>Database Location:</b> FERPA.collegesQuestion</p> <p><b>Ad hoc Inquiries:</b> Student &gt; Learner &gt; FERPA &gt; FERPA &gt; collegesQuestion <b>(ferpa.collegesQuestion)</b></p>
<p><b>Comments</b></p>	<p>Lists any comments related to the student's FERPA waiver.</p>	<p><b>Database Location:</b> FERPA.comments</p> <p><b>Ad hoc Inquiries:</b> Student &gt; Learner &gt; FERPA &gt; FERPA &gt; comments <b>(ferpa.comments)</b></p>