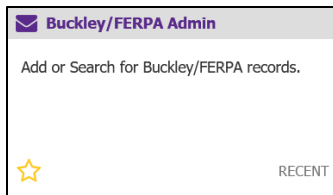**Office of the Registrar**

How do I search for a Buckley/FERPA permission form for a student?

You are authorized to disclose and/or discuss any portion of a student's academic record, for any purpose, by mail or by telephone with any or all the individuals listed with an **active status**.

If a student **does not have a form** on file or the form has an **expired status**, you my not discuss the students academic record with anybody other than the student.

If you have any questions, please call the Office of the Registrar at 328-6524

1. Log into Pirate Port.
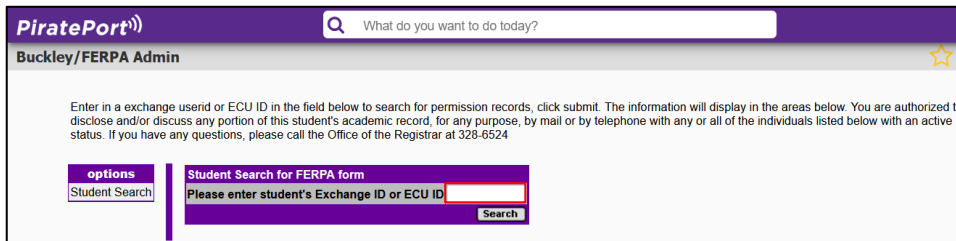
2. Click on Buckley/FERPA records List.

3. Enter the students Banner ID.

4. Click Search.

EXAMPLE: Student with no BUCKLEY/FERPA form on file.

EXAMPLE: Student with active BUCKLEY/FERPA form on file.

Enter in a exchange userid or ECU ID in the field below to search for permission records, click submit. The information will display in the areas below. You are authorized to disclose and/or discuss any portion of this student's academic record, for any purpose, by mail or by telephone with any or all of the individuals listed below with an active status. If you have any questions, please call the Office of the Registrar at 328-6524
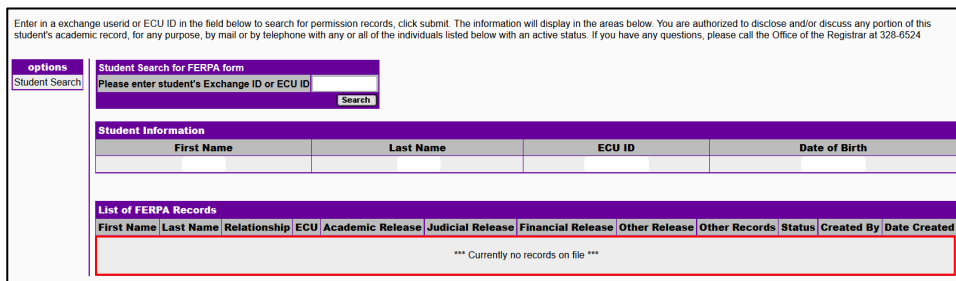
options	Student Search for FERPA form									
Student Search	Please enter student's Exchange ID or ECU ID									
	Search									

Student Information

First Name	Last Name	ECU ID	Date of Birth

List of FERPA Records

First Name	Last Name	Relationship	ECU	Academic Release	Judicial Release	Financial Release	Other Release	Other Records	Status	Created By	Date Created
		Mother	No	Yes	N/A	Yes	Yes	Any information	Active	N/A	12/11/2020
		Mother	No	Yes	N/A	Yes	Yes	Any information	Expired	N/A	10/04/2019
		Mother	No	Yes	N/A	Yes	Yes	Any information	Cancelled	N/A	10/04/2019

EXAMPLE: Student with Expired BUCKLEY/FERPA form on file

Enter in a exchange userid or ECU ID in the field below to search for permission records, click submit. The information will display in the areas below. You are authorized to disclose and/or discuss any portion of this student's academic record, for any purpose, by mail or by telephone with any or all of the individuals listed below with an active status. If you have any questions, please call the Office of the Registrar at 328-6524

options	Student Search for FERPA form									
Student Search	Please enter student's Exchange ID or ECU ID									
	Search									

Student Information

First Name	Last Name	ECU ID	Date of Birth

List of FERPA Records

First Name	Last Name	Relationship	ECU	Academic Release	Judicial Release	Financial Release	Other Release	Other Records	Status	Created By	Date Created
		Mother	No	Yes	N/A	Yes	No	N/A	Expired	N/A	05/21/2018