How to complete the Buckley Form in PiratePort

Buckley form entry

Log in to PiratePort.

1. In the search bar, type in Buckley and click on Buckley/FERPA Form.

2. Enter the following information to grant permission to disclose information from your education record to an authorized individual. (This can only be filled out for one person at a time, you will need to complete the form multiple times if there is more than one person you wish to have access to your information).
   a. Enter the relationship of the authorized individual (e.g. mother, father, employer).
   b. Enter the first name, then the last name of the individual.
      • If the individual is an authorized ECU employee, please enter their Pirate ID (if not, the Pirate ID box can be left blank).
   c. Select the boxes next to the items you wish for ECU to be able to disclose to the individual. Permission can be granted for access to financial records, judicial records, academic records, or other records.
      • When selecting other, you will be required to list the other record types (e.g. athletic records).

3. Click Submit.

4. Once completed, you will see the list of individuals along with the list of authorized records.

5. Status dates of active indicate the Buckley form is active and information can be disclosed to the individuals listed. Status of cancelled or expired indicate information cannot be disclosed to the individuals listed.

6. The form expires in one year and will need to be completed each year for authorized individuals to have access to your information.