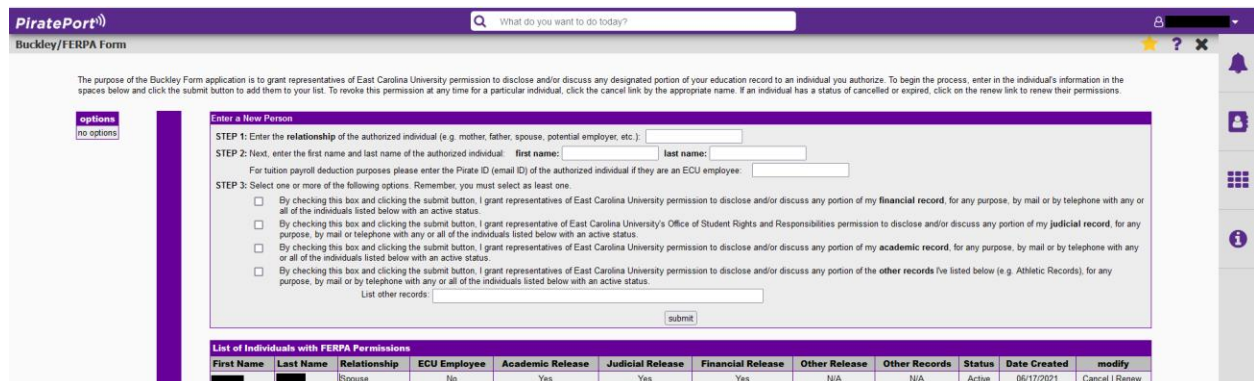


# How to complete the Buckley Form in PiratePort

## 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).



The screenshot shows the 'Buckley/FERPA Form' entry page in PiratePort. It includes a search bar at the top, a navigation menu on the right, and a main content area with the following sections:

**Enter a New Person**

STEP 1: Enter the relationship of the authorized individual (e.g. mother, father, spouse, potential employer, etc.): [text input]

STEP 2: Next, enter the first name and last name of the authorized individual. first name: [text input] last name: [text input]

For tuition payroll deduction purposes please enter the Pirate ID (email ID) of the authorized individual if they are an ECU employee: [text input]

STEP 3: Select one or more of the following options. Remember, you must select at least one.

- By checking this box and clicking the submit button, I grant representatives of East Carolina University permission to disclose and/or discuss any portion of my financial record, for any purpose, by mail or by telephone with any or all of the individuals listed below with an active status.
- By checking this box and clicking the submit button, I grant representative of East Carolina University's Office of Student Rights and Responsibilities permission to disclose and/or discuss any portion of my judicial record, for any purpose, by mail or telephone with any or all of the individuals listed below with an active status.
- By checking this box and clicking the submit button, I grant representatives of East Carolina University permission to disclose and/or discuss any portion of my academic record, for any purpose, by mail or by telephone with any or all of the individuals listed below with an active status.
- By checking this box and clicking the submit button, I grant representatives of East Carolina University permission to disclose and/or discuss any portion of the other records I've listed below (e.g. Athletic Records), for any purpose, by mail or by telephone with any or all of the individuals listed below with an active status.

List other records: [text input] [submit]

**List of Individuals with FERPA Permissions**

First Name	Last Name	Relationship	ECU Employee	Academic Release	Judicial Release	Financial Release	Other Release	Other Records	Status	Date Created	modify
[redacted]	[redacted]	Spouse	No	Yes	Yes	Yes	N/A	N/A	Active	06/17/2021	Cancel   Renew

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.