How To: AUP/FERPA Changes

DUNCANVILLE I.S.D. TECHNOLOGY

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AUP: Making a change on the parent form will change the permissions the student has for access to the district network. Changes can only be made to the form with documentation.
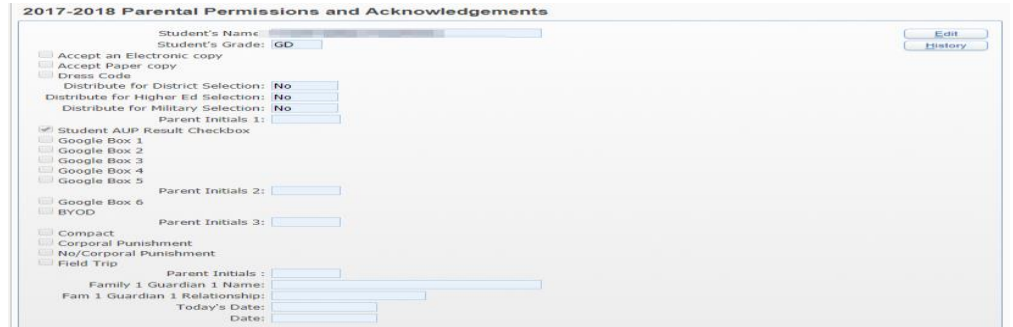
FERPA: Making a change on the parent form will change the permissions the district has to publicize student information. Changes can only be made with to the form with documentation.

Click Students Click Student Profile Expand the Custom Forms Select Parent… for current year This will open the Parent Permissions and Acknowledgements form from online registration.	
This is the quick view of the form. It will tell you what has been selected on the form. To edit the form you must open it by selecting **EDIT** located in the top right hand corner.	
FERPA: Once the form is open, in the District Permission field you will change the permission on the form and enter "chng" **AUP**: Check or uncheck the Technology Resource box. **REQUIRED to finalize either FERPA or AUP changes** You will also need to type in "chng" in the initial area at the bottom of the form with the date of the change.	