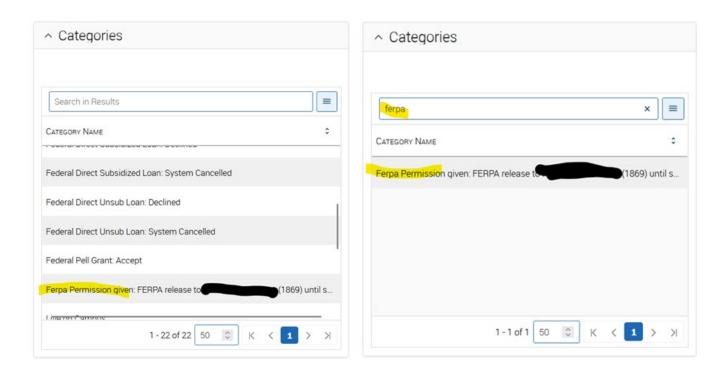**How To Locate Student FERPA Information**

1. Using AP Navigate, search or select the student.
2. On the student's main page (overview tab), go to the Categories box. You can scroll to see or use the search box and type "FERPA."

3. One complete, FERPA information including name and pin number will populate. If there is no FERPA listed, the student does not have one on file.