

# Viewing a Student's FERPA Release

For faculty to look up a student in one of their classes:

1. In [Fox360](#), use the Quick search at the top to look up a student by name or ID number.
2. Go to the student's profile
3. Click the dropdown that currently shows "General"
4. Select the "Information Release" tab to view details.

For staff/faculty who have access to the Academic Department Homepage in Peoplesoft:

1. In [MyGeorgeFox](#) > Academic Department Homepage > Student Information > Student Services Ctr (Student).
2. Enter student's ID number or First and Last Name.

The screenshot shows the 'Academic Department Homepage' navigation bar at the top. Below it is a sidebar with several menu items: 'Student Services Ctr (Student)', 'Student Major List', 'Student Personal Information', 'Manage Service Indicators', and 'Student Academics'. A red arrow points to the 'Student Services Ctr (Student)' item. The main content area is titled 'Student Services Center' and contains a search form. The search form includes a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and five input fields for 'ID', 'Campus ID', 'National ID', 'Last Name', and 'First Name', each with a 'begins with' dropdown menu. There is also a 'Case Sensitive' checkbox. At the bottom of the search form are 'Search' and 'Clear' buttons, and links for 'Basic Search' and 'Save Search Criteria'.

3. Click on the red Star to view the student's positive service indicators. If there is no star, there is no FERPA release form on file.

The screenshot shows a student's profile page. At the top, there is a navigation bar with tabs for 'Student Center', 'General Info', 'Transfer Credit', and 'Academics'. Below the navigation bar, the student's name and ID number are displayed. A red star icon is visible next to the ID number, and a red arrow points to it.

- You should see the service indicator for RO FERPA Release Form. Click on the RFR code to see more details.



Service Indicator Summary										Personalize	Find	View All	First	1 of 1	Last
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date						
RFR	RO FERPA Release Form	FERPA Release Form Complete	GFOXU	2231	23 Fall			12/14/2023							

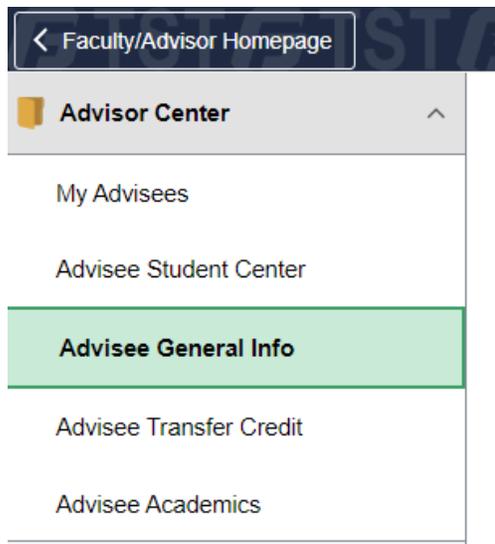
- To find details for the student's release (who and what you are authorized to release), look at the Comments section.

Comments
John Smith, Father - 123-123-1234, test@gmail.com
Any academic component of the education record: Y Campus Lifestyle Agreement: N Housing Info: N Discipline Records: N

(if 'Y', then you have permission to release details falling into that category to the person listed above).

### For Advisors to look up their advisee:

- In [MyGeorgeFox](#) > Faculty/Advisor Homepage > Advisor > Advisee General Info



Faculty/Advisor Homepage
Advisor Center
My Advisees
Advisee Student Center
<b>Advisee General Info</b>
Advisee Transfer Credit
Advisee Academics

- Select the advisee you want from the dropdown menu option, click the Change button.

3. Review the Service Indicators section to look for the RO FERPA Release Form.

Service Indicators Edit Service Indicators

★ Positive ⊘ Negative

Service Indicators Personalize | View All |  First 1 of 1 Last

Type	Details	Start Term	End Term	Start Date	End Date	Department
★	<a href="#">RO FERPA Release Form</a>	2023 Fall Term		12/14/2023		Registrar

  [Go to top](#)

4. Click on the link to see details for the release.
5. To find details for the student's release (who and what you are authorized to release), look at the Comments section.

**Comments**

John Smith, Father - 123-123-1234, test@gmail.com

Any academic component of the education record: Y  
Campus Lifestyle Agreement: N  
Housing Info: N  
Discipline Records: N

(if 'Y', then you have permission to release details falling into that category to the person listed above).