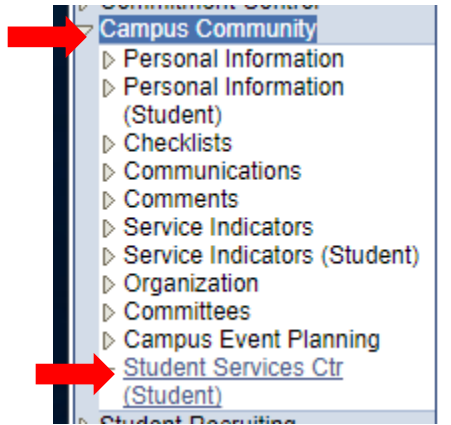


Viewing a FERPA Directory Release

1. In MyGFU, go to the [Student Services Ctr \(Student\)](#) under Campus Community.



2. Type in the student's ID or name

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

3. At the top of the Student Center, click on the red star (this is called a positive service indicator)



4. You'll see a list of codes, look for the code [RFR](#) – RO FERPA Release Form. Click on the [RFR](#) link for details.

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
ATD	Admissions Enrollment Deposit	Traditional UG Paid	GFOXU	2131	13 Fall			02/25/2013	
RFR	RO FERPA Release Form	FERPA Release Form Complete	GFOXU	2124	13 Summer			06/19/2013	
S01	SFS Payment Plan	Closed Student Account	GFOXU	0000	Begin Term			06/08/2017	
S02	SFS Account Info	Has Direct Deposit	GFOXU	0000	Begin Term			01/15/2018	
SFR	Student Financial Release	Guarantor - PMT AGREEMENT Recd	GFOXU	0000	Begin Term			07/06/2015	

NOTE: If you do not see this code, then the student has not completed a Registrar FERPA release and non-directory information may NOT be released to others without written student consent.

5. Read through the Comments section to see who has been included in the release and what information can be released. These are the **only** people to whom info can be released.

*Institution:	GFOXU	George Fox University
*Service Indicator Code:	RFR	RO FERPA Release Form
*Service Ind Reason Code:	FERPA	FERPA Release Form Complete
Description:	Student has completed a Registrar's Office FERPA Release Form.	
Effect:	Positive	
Effective Period		
Start Term:	2124	13 Summer
End Term:		
Start Date:	06/19/2013	
End Date:		
Assignment Details		
*Department:	460000	Registrar
Reference:		
Amount:	0.000	Currency: USD
Contact Information		
Contact ID:		Contact Person:
Placed Person ID:	1699431	Placed By: Mortimore, Katriona Shannen
Placed Method:	Manual	
Placed Process:	Release Process:	
Comments		
[REDACTED] - Dad [REDACTED] - Mom mid-semester grade report unofficial transcript class schedule		