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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"



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