



# Olympia School District

## REQUEST FOR STUDENT DIRECTORY INFORMATION

Student Directory Information is subject to the Federal Family Educational Rights to Privacy ACT (FERPA), Olympia School District Policy and Washington State Public Disclosure rules.

**To obtain student directory information, please complete this form and return it to:**

Student Information Services  
Knox 111 Administrative Center, Room 109  
111 Bethel Street NE, Olympia, WA 98506  
Phone: 360-596-6100

**REQUESTOR'S NAME:** \_\_\_\_\_

Name of Organization, if applicable: \_\_\_\_\_

Type of Organization, check all that apply.

Vendor      Media      Parent Organization      Military      Higher Education  
Yearbook      School Photographer      Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### REASON FOR REQUEST\*

\*The requestor hereby understands that this data is being released with consent by the parent/legal guardian and that it shall not be used by any other person or entity other than the requesting party and shall only be used for the purpose described above.

Format Requested:      Excel      PDF      Word

Delivery Method:      Email      Standard U.S. Postal

**INFORMATION REQUESTED:** Please check all that apply

Student Name      Dates of Attendance      Student Address  
Diplomas Issued and Awards Received      Student Phone Number (unless unlisted)  
Weight and Height of Team Members      Photograph      Participation in Recognized Activities/Athletics  
Most recent previous school attended

**Signature of Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Information will be provided within 30 business days from the date of receipt of this request.**

<p><b>For District Office Use Only:</b></p> <p>Date Received: _____ Authorized By: _____ Date</p> <p>Processed: _____ Processed By: _____ Mode of</p> <p>Transfer: _____</p>
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