

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 Admin Center, Room 305

1113 Legion Way SE

Olympia, WA 98501

FAX: 360-596-6151

Phone: 360-596-6150

Requestor's Name:

Name of Organization, if applicable:

Type of Organization, check all that apply.

Vendor Media Parent Organization Military Higher Ed

Yearbook School Photographer Other, please describe:

Mailing Address City State Zip

Email Address: Phone Number

Reason for Request*

*The requestor hereby understands that this data is being released with consent by the parent or 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 Postal

Information Requested: Please check all that apply

- Student Name
- Student Address
- Student Phone Number
- Date & Place of Birth
- Participation in Recognized Activities/Athletics
- Weight & Height of Team Members
- Diplomas Issued and Awards Received
- Schools Attended
- Dates of Attendance

Signature of Requestor

Date

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

For District Office Use

Date Received:

Date Processed:

Mode of Transfer:

Authorized by:

Processed by: