



Olympia School District

1113 Legion Way SE • Olympia, WA 98501 • <http://osd.wednet.edu>

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 Administrative Center, Room 304
1113 Legion Way SE, Olympia, WA 98501

Phone: 360-596-6150

Fax: 360-596-6151

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

- | | |
|---|---|
| <input type="checkbox"/> Student Name | <input type="checkbox"/> Dates of Attendance |
| <input type="checkbox"/> Student Address | <input type="checkbox"/> Diplomas Issued and Awards Received |
| <input type="checkbox"/> Student Phone Number (unless unlisted) | <input type="checkbox"/> Weight and Height of Team Members |
| <input type="checkbox"/> Photograph | <input type="checkbox"/> Participation in Recognized Activities/Athletics |
| <input type="checkbox"/> 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.

For District Office Use Only: Date Received: _____ Date Processed: _____ Mode of Transfer: _____ Authorized By: _____ Processed By: _____
