



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

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

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:	_____