



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.

For District Office Use Only:

Date Received: _____ Authorized By: _____ Date

Processed: _____ Processed By: _____ Mode of

Transfer: _____