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

**Board of Directors**
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*Student Representative*

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## AUTHORIZATION FOR USE OF STUDENT DIRECTORY INFORMATION

Student Directory Information is subject to the Federal Family Educational Rights to Privacy Act as well as the state public disclosure rules.

Those requesting public information understand that this information is being released with consent that student information **shall not be used by any other person or entity other than the requesting party below and shall only be used for the purpose requested.**

**Please allow 5 business days to process your request.**

INFORMATION REQUESTED BY:

| | |
|---|---|
| **School District/Agency/Organization/Practitioner:** | **Type of Information Requested:** |
| **Address:** | **Reason for Request:** |
| **City:** | **Person Making Request:** |
| **State:** **Zip:** | **Signature:** |
| **Email:** | **Day/Cell Phone:** |
| **Date Needed By:** | |

***For District Office Use Only:***

**Date Request Received:**_____

**Date Information Sent:**_____

**Mode of Information Transferred/Sent:**_____

**Authorized By:**_____

**Sent By:**_____

Revised September 2009