



DIRECTORY INFORMATION REQUEST FORM

Date of Request: _____ **Name of Requestor:** _____

Company/Organization: _____

Phone Number(s): _____ **Email Address:** _____

Mailing Address: _____

Please indicate the directory information you request:

- | | | |
|--|--|--|
| <input type="checkbox"/> Student name | <input type="checkbox"/> Student grade | <input type="checkbox"/> Student address |
| <input type="checkbox"/> Contact phone number | <input type="checkbox"/> Contact email address | <input type="checkbox"/> School name |
| <input type="checkbox"/> Primary language spoken | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Target population: _____

Purpose of request: _____

Please indicate whether you meet any of the following criteria (see 3231SP for more information):

- I am engaged in a cooperative activity that directly serves or provides operational support for a school/program.
- My purpose is to inform students/parents of educational, training, or career opportunities that have significant merit and will be of interest to a significant portion of the target population.
- Other _____

The undersigned declares as follows:

I have requested the above-described directory information.

I hereby declare that this directory information shall not be used for commercial purposes.

- RCW 42.56.070(9) prohibits any public agency from providing access to lists of individuals requested for commercial purposes. Commercial Purposes is defined in AGO 1998 No. 2.
- A requestor who signs a declaration promising not to use a list of individuals for commercial purposes, but who violates this declaration may be charged with the crime of false swearing. WAC 44-14-06002(6).
- Disclosure of District lists of individuals to a third party for commercial purposes is prohibited.

Requestor's Signature: _____ **Date:** _____

For internal use only

PRO Recommendation: Approve Disapprove **Referred by:** _____ **Date:** _____

Request is: Granted Rejected **Final decision by:** _____ **Date:** _____