Student Directory Information Request

IMPORTANT: Directory information is defined in Bend – La Pine Schools Board Policy, JOA. This policy is in compliance with FERPA. As described in board policy JOA students' names and students' addresses will not be released together.

Complete the form below. The request will be completed within 10 school/business days. ** Items marked are required. If the items marked as ** are not complete the request will not be completed.

****Agency/Company Name**			
****Type of Business**			
Mailing Address *Needed only if mailing the listing or labels			
****Contact Name**		**** Phone Number:**	( )
Email Address			
****Reason** Describe how this information will be used.			
****Request Dates & Delivery** *Allow 10 school/business days for this request to be completed	Today's date _____/ _____/ _____ Month Day Year	Completion date _____/ _____/ _____ Month Day Year	Delivery Method ☐ Pick up on completion date ☐ Mail (indicate address above) ☐ Email (indicate email address above)

NOTE: Bend – La Pine Schools will email information using a secure file transfer application. The listing will be available for download for 5 days. You will receive an email with instruction for downloading the file.

****School(s)** Select ☑ schools	☐All Middle Schools ☐All High Schools ☐All Elementary Schools ☐All Schools **Or select individual schools:** ☐Amity Creek ☐Bear Creek ☐Buckingham ☐Elk Meadow ☐Ensworth ☐High Lakes ☐Highland ☐Juniper ☐La Pine Elem ☐Lava Ridge ☐North Star ☐Pine Ridge ☐Ponderosa ☐R E Jewell ☐Rosland ☐Silver Rail ☐Three Rivers ☐Westside Village ☐William E Miller ☐Bend International School ☐ Desert Sky Montessori ☐Cascade MS ☐High Desert MS ☐La Pine MS ☐Pacific Crest MS ☐Pilot Butte MS ☐Realms MS ☐Sky View MS ☐Bend High ☐La Pine High ☐Marshall High ☐Mt View High ☐ Realms High ☐Summit High ☐ Skyline High ☐ Caldera High
****Grade(s)** Select ☑ grade levels	☐ Kindergarten ☐ First Grade ☐ Second Grade ☐ Third Grade ☐ Fourth Grade ☐Fifth Grade ☐ Sixth Grade ☐ Seventh Grade ☐ Eighth Grade ☐ Ninth Grade ☐ Tenth Grade ☐ Eleventh Grade ☐ Twelfth Grade ☐ All Grades

Directory Information

As described in Bend-La Pine Schools Board Policy, JOA student names and student addresses will not be released together.

Listing format Select ☑ Student Names or Student Addresses	☐**Listing** (Microsoft Excel) The listing will include the following Directory Information: -Grade, school, student name **or** address (select below) Select 'Student Names' or 'Student Addresses': ☐Student Names **OR** ☐Student Addresses

Return the completed form using one of the below methods:

1. Fax the form to 541-355-1210
2. Mail the completed form to:

   Bend – La Pine Schools
   520 NW Wall Street, Room 110
   Bend, OR 97701

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