

Student Directory Information Request Form



Requests for student directory information may be submitted via phone to the Communications/Media Relations office at 319-447-3005 or via email to Kevin Fry, Communications/Media Coordinator, at kfry@linnmar.k12.ia.us.

Requestor Information: *(Please Print)*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Information Requested: *(Please check all that apply)*

- Name Address Phone Date of Birth Place of Birth Dates of Attendance
- Most Recent School Attended Major Degrees/Awards Received
- Height/Weight of Athletes Participation in Activities

Please provide any additional information regarding this request (Ex: student grade level)

The following charges will be applied and are due upon receipt:

- **Photocopies:** 10¢ per side
- **Address Labels:** 75¢ per sheet
- **Clerical Costs:**

Actual cost, per hour, of employee time and any legal fees associated with review and/or retraction of records as allowed by Iowa Code Section 22.3(2) or In determining actual cost, a series of requests from one person or organization in a 30-day period or a series of requests from persons in a single organization may be aggregated

• **Please Note:**

Requests will be completed as quickly as possible but may take up to two weeks for processing.
Information provided is not to be used to further commercial enterprises.

This Section to be completed by the Communications/Media Relations Office:

Date Request Received: _____ Date Completed: _____

Time Needed to Fulfill Request: _____

Name of Employee Completing Request: _____

Title of Employee Completing Request: _____