

# 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 Caitlin Wiedenheft, Communications Assistant, at [caitlin.wiedenheft@linnmar.k12.ia.us](mailto:caitlin.wiedenheft@linnmar.k12.ia.us).

## Requestor Information: *(Please Print)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

- |                                  |  |  |
|----------------------------------|--|--|
| <input type="checkbox"/> Name    | <input type="checkbox"/> Date of Birth       | <input type="checkbox"/> Most Recent School Attended |
| <input type="checkbox"/> Address | <input type="checkbox"/> Place of Birth      | <input type="checkbox"/> Degrees/Awards Received     |
| <input type="checkbox"/> Phone   | <input type="checkbox"/> Dates of Attendance | <input type="checkbox"/> Weight/Height of Athletes   |
|                                  | <input type="checkbox"/> Major               | <input type="checkbox"/> Participation in Activities |

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)
  - 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: \_\_\_\_\_