



Student Directory Information

Military / Armed Services & Colleges

IMPORTANT: Directory information is defined in Bend – La Pine Schools Board Policy, JOA. This policy is in compliance with FERPA.

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			
Mailing Address			
**Contact Name		**Agency Phone Number:	()
Email Address			
**Reason	Describe how this information will be used.		
**Request Dates & Delivery	Today's date _____ / _____ / _____ <small>Month Day Year</small>	Completion date _____ / _____ / _____ <small>Month Day Year</small>	Delivery Method <input type="checkbox"/> Pick up on completion date <input type="checkbox"/> Mail (indicate address above) <input type="checkbox"/> Email (indicate email address above)
<p>*Allow 10 school/business days for this request to be completed</p>			
<p>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.</p>			
<p>Bend – La Pine Schools may verify this request by calling the Agency Phone Number listed above.</p>			
**School(s)	<input type="checkbox"/> All Middle Schools <input type="checkbox"/> All High Schools <input type="checkbox"/> All High Schools & Middle Schools <input type="checkbox"/> All Elementary Schools <input type="checkbox"/> All Schools		
Select <input checked="" type="checkbox"/> schools			
**Grade(s)	<input type="checkbox"/> Kindergarten <input type="checkbox"/> First Grade <input type="checkbox"/> Second Grade <input type="checkbox"/> Third Grade <input type="checkbox"/> Fourth Grade <input type="checkbox"/> Fifth Grade <input type="checkbox"/> Sixth Grade <input type="checkbox"/> Seventh Grade <input type="checkbox"/> Eighth Grade <input type="checkbox"/> Ninth Grade <input type="checkbox"/> Tenth Grade <input type="checkbox"/> Eleventh Grade <input type="checkbox"/> Twelfth Grade <input type="checkbox"/> All Grades		
Select <input checked="" type="checkbox"/> grade levels			
**Format	<input type="checkbox"/> Listing The format of the listing will be a Microsoft Excel spreadsheet. As described in Bend-La Pine Board Policy, JOA, the following information will be included: <ul style="list-style-type: none"> • Student name • Student telephone • Student mailing address 		

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