



Student Contact Information

Law Enforcement Agencies

IMPORTANT: Release of contact information to law enforcement agencies is defined in Bend – La Pine Schools Administrative Regulation, KN-AR and Board Policy, JOA.

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			
Address			
**Contact Name		**Agency 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 <input type="checkbox"/> Pick up on completion date <input type="checkbox"/> 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.			
Bend – La Pine Schools may verify this request by calling the Agency Phone Number listed above.			
**School(s) Select <input checked="" type="checkbox"/> schools	<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		
**Grade(s) Select <input checked="" type="checkbox"/> grade levels	<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		
File Format	The format will be a Microsoft Excel spreadsheet. The following information will be included: <ul style="list-style-type: none"> • Student name • Student telephone • Student property address • Student school • Student grade • Parent/Guardian names • Parent/Guardian telephone • Parent/Guardian 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