Student Directory Information Request Form

Requests for student directory information may submitted via phone to the Communications/Media Relations office at 319-447-3005 or via email to Matthew May, Communications/Media Coordinator, at mmay@Linnmar.k12.ia.us.

Requestor Information: *(Please Print)*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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

☐ Name	☐ Date of Birth	☐ Most Recent School Attended
☐ Address	☐ Place of Birth	☐ Degrees/Awards Received
☐ Phone	☐ Dates of Attendance	☐ Weight/Height of Athletes
	☐ Major	☐ 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: _____