



Office of Communication & Community Engagement

3109 Mt. Pleasant St., Racine, WI 53404
262-631-7057 or 262-631-7069

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Student directory information is prepared by the Student Information & Instructional Management System (SIIMS) department.

Request for Student Directory Information

In compliance with Wisconsin Statute 118.125(1) (b), the Racine Unified School District designates certain specific identifiable information contained in a student's education record as "Directory Information." The District must disclose that information without prior written consent to anyone who requests it. Some students may be excluded, as parents have the right to withhold their child's name from the Directory Information.

Information provided will be for public school students only. Directory Information provided may include: student name, mailing address, telephone number, birth date, class year and present school.

Please indicate the type of information and format you are requesting.

A. Materials needed

This request is for a student list on a CD or e-mailed as an attachment (circle one)

E-mail address _____ (data is in Excel Spreadsheet format)

B. Schools to be included

All Schools

Specific School(s) - Please list: _____

C. Grade level/class year

All elementary students (K-5)

All middle school students (6-8)

All senior high students (9-12)

All grade levels

Specific class years - Please list: _____

D. Sort pattern/arrangement of data

Alphabetical

Zip/alphabetical

Class year/alphabetical

School/alphabetical

Requested By

Name _____ Signature _____

Organization _____ Phone _____

Address _____ City _____ State/Zip _____

Date _____ Purpose of request _____

For military recruiters only: Include student email addresses in my request. Yes No

For Office Use Only

Request Approved Authorization to produce _____ Date _____

Request Denied Reason for denial _____

Date Completed _____ Received By _____ Date _____