

Marty Payne, *Superintendent*
Cathy Costello, *Principal*
Tim Damery, *Dean of Students*

Metamora Community Consolidated School District No. 1

BOARD OF EDUCATION
Robert Fisher, President
Bill Blundell, Vice President
Mary Miller, Secretary
Travis Barnes
Joe Gualandri
Brian Palmisano
Joe Strawn

815 East Chatham Street Metamora, IL 61548
Tel. (309) 367-2361 Fax (309) 367-2364

Website: <http://mgs.metamora.k12.il.us>

REQUEST FOR RECORDS

To: _____ Fax: _____
(Name of School)

Please send a transcript of grades, test scores, health records, copy of birth certificate, all psychological and social/emotional information and special education records on the following student(s):

<u>STUDENT (S) NAME</u>	<u>GRADE</u>
_____	_____
_____	_____
_____	_____

Please forward all information to:

Metamora Community Consolidated Grade School District No. 1
Attn: Records
815 East Chatham Street
Metamora, IL 61548
Fax: 309-367-2364

Thank You.

X _____
(Parent's Signature)

Date: _____