



Warrensburg-Latham Community Unit School District #11

430 W. North Street, Warrensburg, Illinois 62573
Phone: (217) 672-3514 Fax: (217) 672-8468



Mrs. Cheryl Warner
Superintendent of Schools

Warrensburg-Latham Elementary School

Phone: (217) 672-3612
Fax: (217) 672-8614

Warrensburg-Latham Middle School

Phone: (217) 672-3321
Fax: (217) 672-3770

Warrensburg-Latham High School

Phone: (217) 672-3531
Fax: (217) 672-3261

Request for Records and Transcript

_____ has enrolled in our district as a _____ grade student. I hereby request the following records for this student at your earliest convenience: Transcript of grades, test scores, withdrawal grades, Special Ed/IEP, discipline and health/immunization records. Include **ISBE Student Transfer Form** (pertains only to Illinois students).

Student Records:

School Name

Address

City, State, Zip

Phone

Please send records as soon as possible to:

- Warrensburg-Latham Elementary School**, 101 S. West Street, Warrensburg, IL 62573
Attention: Ms. Laura Wentworth or FAX: 217-672-8614

- Warrensburg-Latham Middle School**, 425 W. North Street, Warrensburg, IL 62573
Attention: Mr. Paul Hoffman or FAX 217-672-3770

- Warrensburg-Latham High School**, 427 W. North Street, Warrensburg, IL 62573
Attention: Mrs. Allison Nolen or FAX 217-672-3261

PARENTAL PERMISSION IS NO LONGER REQUIRED WHEN AUTHORIZED SCHOOL PERSONNEL REQUEST RECORDS. (FAMILY EDUCATIONAL AND PRIVACY ACT FINAL RULE ON EDUCATIONAL RECORDS, FEDERAL REGISTER, JUNE 17, 1976.