



MARENGO COMMUNITY HIGH SCHOOL
110 Franks Road
Marengo, IL 60152
815-568-6511

CHANGE OF STUDENT INFORMATION REQUEST

TO: Debbie Gorter – Registrar

FROM:

 Requestor's Name

 Address

 City, State, Zip Code

 Phone Number

CHANGE(S) REQUESTED (i.e. name, address, emergency contact, doctor, phone #, e-mail, etc.):

REASON FOR CHANGE:

 Signature of Requestor

Custodial Parent: yes ___ no ___

 Relationship to Student

 Date Requested

-----**FOR OFFICE USE ONLY**-----

Date Request Received: _____

Method of Delivery: Pick-up ___ Fax ___ Mail ___ Other ___

Change(s) Made: yes ___

Request Denied: _____

Reason Denied: _____

Date Response Received: _____

Method of Receipt: Drop-off ___ Fax ___
 Mail ___ Other ___

 Signature of Registrar