TMCSEA

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION
ADMINISTRATIVE OFFICE, SCHRAMM EDUCATIONAL CENTER
300 CEDAR STREET, PEKIN, IL 61554-2576
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DHS/DRS TRANSITION SERVICES: 309/347-3532
E-Mail: tmcsea@tmcsea.org
Website: www.tmcsea.org

"Equal Educational Opportunities for All"

KRISTINA D. NEVILLE, SUPERINTENDENT/DIRECTOR
Terrie Schappaugh, Administrative Secretary

TMCSEA/Schramm Educational Center
2014-2015

Any person requesting records of TMCSEA/SEC may make such a request in person and in writing, at the Administrative Offices of TMCSEA, 300 Cedar Street, Pekin, IL 61554-2576. Such request should be made to Kristina D. Neville, Superintendent/Director, at such address; and if he/she is not present, such request may be made to the Administrative Secretary.

Alternatively, any person may mail a written request to Mrs. Neville specifying the particular records requested to be disclosed and copied. All written requests should be addressed to the TMCSEA Administrative Offices at the above address. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for copies of records are as follows:

35¢ per page (actual cost) if school district employee copies records

70¢ per certificate (actual cost) if the copies are to be certified

This directory shall be "prominently" displayed at the Association's main office and at the Schramm Educational Center. It is available for public inspection and will be copied and mailed to persons requesting it.

7/9/14