

# Memo

**To:** Star Lab Coordinator/Educator  
**From:** Angela Reeter, Educational Services Division  
**Date:** 20/09/2017  
**Re:** Star Lab Contract & Checklist

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Enclosed you will find the Star Lab 16-17 Contract and Checklist. Please read and sign both documents and return to me via email [areeter@roe3.org](mailto:areeter@roe3.org) or fax 618-283-5013. If at any time there is a problem with the equipment, please circle the entire item and indicate the problem. If the problem will adversely affect the next user, please email Angela Reeter at [areeter@roe3.org](mailto:areeter@roe3.org) or call 618-283-5011.

Thank you for your help & enjoy!