School Board

Exhibit - Written Request for District Public Records

All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the District's Freedom of Information Act (FOIA) Officer. Copying fees, if any, must be paid before copies will be provided. The FOIA Officer can give you an estimate of the copying fees, if any.

Name of individual(s) requesting District records Address		Email address Telephone number		
Please check if this request of records is being 10) states: "Commercial purpose means the use of a derived from public records, in any form for sale, resal For purposes of this definition, requests made by organizations shall not be considered to be made for a request is (i) to access and disseminate information or articles of opinion or features of interest to the public, or research or education." 5 ILCS 140/3.1(c) states: "It is public record for a commercial purpose without disclosing by the public body."	any part of a le, or solicitat news media commercial p oncerning nev or (iii) for the a violation of	public recordion or advertise and non-proficurpose when the way and current purpose of acaf FOIA for a pe	or records, or ement for sales t, scientific, he principal pu or passing ev demic, scienti rson to knowing	r information s or services. or academic arpose of the rents, (ii) for fic, or public ngly obtain a
Please check if a fee waiver or reduction is be shall be furnished without charge or at a reduced charge the documents states the specific purpose for the fee is in the public interest. Waiver or reduction of the request is to access and disseminate information regot the general public and is not for the principal purpose	arge, as deter r the request a he fee is in the garding the he	rmined by the pand indicates the public interestralth, safety and	public body, i at a waiver or t if the princip welfare or the	if the person reduction of al purpose of
Please indicate your reason for requesting a fee was	iver:			
		Check if you	ı are requesti	ing:
Record description (Please be specific)		ectronic Copy pecify format)	Inspection	Сору
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