

## HOW TO SUBMIT A FREEDOM OF INFORMATION ACT INFORMATION REQUEST to STARK COUNTY CUSD# 100

The Stark County CUSD #100 Unit Office is the administrative office for Community Unit School District #100. The annual budget for District #100 is located at [stark100.com](http://stark100.com) under the menu School Board and the section Compliance Reporting & Documents.

The Unit Office has four (4) employees including the superintendent.

Freedom of Information Act Officer: Brett Elliott

All requests should be submitted in writing to the above named freedom of information act officer:  
Brett Elliott

### The Written Request should contain:

1. The date of the request
2. The name of the requestor
3. The contact information of the requestor so the information can be sent to the requestor (address, e-mail address if available and phone number in case clarification of the requested information is needed)
4. A detailed description of the requested information so that the Stark County School District can comply with the request.
5. The preferred format- e.g. hard copy, electronic, etc... (if available in this format) of the requested information

**NOTE:** District 100 reserves the right to charge 15 cents per copy after the first 50 copies for requested information.