

# Community High School

## District 155

### Freedom of Information Act Request

One South Virginia Road, Crystal Lake, IL 60014

T: (815) 455-8500 • F: (815) 459-5022 • distmail@d155.org • d155.org



Requester's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Description of Requested Records

(Please provide specific details to assist in the identification of information that you are seeking. Attach additional pages if necessary.)

Would you like to inspect the records in-person or have copies made? \_\_\_\_\_ Inspect \_\_\_\_\_ Copy

If you requested copies, do you want paper copies or electronic copies? \_\_\_\_\_ Paper \_\_\_\_\_ Electronic

Please note: District 155 attempts to provide electronic copies as PDFs to ensure consistent appearance across computer platforms.

Is this request for commercial purposes? \_\_\_\_\_ Yes \_\_\_\_\_ No

(It is a violation of FOIA for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c))

Are you requesting a fee waiver? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If you are requesting the waiver of fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare, or legal rights of the general public. 5 ILCS 140/6(c).)

For Office Use Only

Name of Staff Member Receiving Request: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Due: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Extended: \_\_\_\_\_ If Extended, New Due Date: \_\_\_\_\_

Returned to Requester for Clarification (Date): \_\_\_\_\_

Notes: \_\_\_\_\_