Freedom of Information Act (FOIA) Request Form

*Notice to Requestor: Retain a copy of this request for your files*

PLEASE TYPE OR PRINT CLEARLY

SUBMIT FORM VIA FAX TO 708.225.5055 OR SUBMIT FORM VIA E-MAIL TO doss.jerry@district205.net

Name of Requestor: ___________________________________________ Date: __________________________

Address: ______________________________________ City/State/Zip: ______________________________________

Telephone: _______________ Fax: _______________ Email: __________________________________________

PERSONAL REQUEST ☐ COMMERCIAL REQUEST ☐
(response within 5 business days) (response within 21 business days)

It is a violation of the Freedom of Information Act 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)

Records Requested: *Provide as much specific detail as possible so the public body can identify the documents that you are seeking. Additional pages may be attached if necessary.*

________________________________________________________________________________________

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________________________________________________________________________________________

Do you want Electronic Copies or Paper Copies? ___________________________________________________

• There is no charge for the first 50 pages - $.15 per page for each page after 50 pages
• Fees for color, oversized copies, or other formats shall be the actual cost to copy
• Records requiring certification will be charged $1.00 per record
• If you want the documents delivered via US Mail, you will be charged for postage
• All charges must be paid before documents will be released
• There is no charge for documents delivered via e-mail

Are you requesting a fee waiver? YES or NO

(If you are requesting that the School District waive any 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)).

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FOR SCHOOL DISTRICT USE******************************************************************************************

Request Submitted By: E-mail ☐ U.S. Mail ☐ Fax ☐ In Person ☐

Date Received: ___________________________ Received By: ___________________________

Date Response Due: ___________________________ Date Response Completed: ___________________________

Response Completed by: ___________________________