

**Freedom of Information Act Request
Superintendent's Office**

All requests must be made in writing and can be submitted via letter, facsimile, e-mail, or a personal visit to the District 158 Administration Offices. Forms can be faxed to (847) 659-6121, emailed to FOIA@District158.org or mailed/dropped off to 650 Academic Drive, Algonquin, IL 60102.

This form has been created and is made available for convenience purposes only. Completion of this form is **not** required.

_____	_____
Date of Request	Name of Requestor (please print)
_____	_____
Name of Organization / Business (if applicable)	Mailing Address of Requestor
_____	_____
Daytime Telephone Number	City, State and Zip

Pursuant to the Freedom of Information Act, 5 U.S.C. 552, and the Privacy Act, 5 U.S.C. 552a, Privacy Act, 5 U.S.C. 552a), I hereby request access to the records listed below. Describe **in detail** the subject or document(s) containing the information requested – **be as specific as possible**.

Will the information requested be used for commercial purposes? Yes No*

* (5 ILCS 140/3.1) Sec. 3.1. Requests for commercial purposes. (c) It is a violation of this 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.

The first 50 pages for black and white, letter or legal sized copies (8½ x 11 or 11 x 14), are available free of charge. A fee of .05¢ per page, which is reasonably calculated to reimburse the District for the actual costs of reproducing or certifying the public records, will be charged for copies exceeding 50 pages. A fee for reproducing CDs/DVDs (.50¢ per CD/DVD) will be charged. Such fees shall be set annually by a School Board resolution within the guidelines of the Illinois Freedom of Information Act laws.

If any expenses in excess of \$_____ are incurred in connection with this request, please obtain my approval before any charges are incurred.

I request a waiver of fees as disclosure will contribute to public understanding of the operations or activities of the government because (state reason below):

The District will respond to your request within five (5) business days (21 business days for commercial requests) as provided by law. If your request is denied in whole or in part, justification for withholding the records will be provided to you. Any segregated portions that are not exempt will also be disclosed to you.

Signature of Requestor

Upon completion of my request:

<input type="checkbox"/> Call me at the number listed above	<input type="checkbox"/> Mail response to address listed above
<input type="checkbox"/> Email response to: _____	<input type="checkbox"/> Fax response to: _____