## **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		Email addres	Email address		
Address		Telephone nu	Telephone number		
State	Zip	Date of reque	Date of request		
e use of any par le, or solicitation and non-profit, when the principal not or passing evolic, scientific, or owingly obtain quested to do so duction is being ed charge, as do the request and is in the public in ealth, safety and mercial benefit.	t of a public or advert scientific, ipal purposents, (ii) for public results a public reby the public requeste etermined indicates the treest if the welfare or	ic record or records: isement for sales or or academic organics of the request is or articles of opinion earch or education. Cord for a commercial body."  ed. 5 ILCS 140/6(oby the public body hat a waiver or reduce principal purpose	s, or information reservices. For particular shall not (i) to access a control of the feet of the personal control of the personal control of the feet of the request	on derived from purposes of the consider and disseminated interest to the consider and disseminated interest to the consideration of interest to the consideration of interest to the consideration of	
		Check if you	Check if you are requesting:		
ecific)		Electronic Copy (Specify format)	Inspection	Сору	
	ecords is being e use of any par le, or solicitation and non-profit, when the principal it or passing evolic, scientific, or owingly obtain quested to do so duction is being ed charge, as do the request and is in the public in ealth, safety and mercial benefit.	ecords is being made for the cuse of any part of a public, or solicitation or advert and non-profit, scientific, when the principal purpose of the public responsible of the requested to do so by the public responsible of the request and indicates the request and indicates the public interest if the public interest if the public interest if the realth, safety and welfare or mercial benefit."	State Zip Date of requested seconds is being made for a commercial processor of any part of a public record or recordate, or solicitation or advertisement for sales of and non-profit, scientific, or academic organism when the principal purpose of the request is not or passing events, (ii) for articles of opinionic, scientific, or public research or education. To owingly obtain a public record for a commerce quested to do so by the public body. The duction is being requested. 5 ILCS 140/6(red charge, as determined by the public body of the request and indicates that a waiver or reduction in the public interest if the principal purpose and the public interest if the principal purpose and the safety and welfare or the legal rights of the mercial benefit."  Sting a fee waiver:  Check if you becific)  Electronic Copy	State Zip Date of request  cords is being made for a commercial purpose. 5 ILCs use of any part of a public record or records, or information le, or solicitation or advertisement for sales or services. For a and non-profit, scientific, or academic organizations shall now the principal purpose of the request is (i) to access a not or passing events, (ii) for articles of opinion or features on the principal purpose of the request in the public research or education." 5 ILCS 140/3 owingly obtain a public record for a commercial purpose with quested to do so by the public body."  Iduction is being requested. 5 ILCS 140/6(c) states: "Docted charge, as determined by the public body, if the person of the request and indicates that a waiver or reduction of the feet in the public interest if the principal purpose of the request ealth, safety and welfare or the legal rights of the general public mercial benefit."  Sting a fee waiver:  Check if you are requesting the public copy. Inspection of the feet of the public copy. Inspection of the security of the general public mercial benefit."	

Adopted:

Revised: 11/13/2006, 01/26/2010, 09/23/2014, 04/09/2019

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