

**REQUEST FOR ACCESS TO PUBLIC RECORDS  
PURSUANT TO THE FREEDOM OF INFORMATION ACT (5 ILCS 140)**

**FOIA Record #** \_\_\_\_\_

I HEREBY REQUEST ACCESS TO THE FOLLOWING RECORDS (describe specifically):

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Street Address of Requestor**

\_\_\_\_\_  
**Printed name of Requestor**

\_\_\_\_\_  
**City, State, and ZIP**

\_\_\_\_\_  
**Signature of Requestor**

\_\_\_\_\_  
**Daytime phone number**

\_\_\_\_\_  
**Organization or news blog site, if applicable**

\_\_\_\_\_  
**I do not want my address published as part of the online FOIA posting (please check if applies).**

\_\_\_\_\_  
**Commercial purpose (please check if applies). Response time: 21 working days of receipt.**

Within 5 working days of the District receiving your request, you are entitled to a response from District 300, or a notice of the District’s need for additional processing time (not to exceed an additional 5 business days). When our response is complete, we will call you.

The District’s response – including any records we release – will be posted online to the “Freedom of Information” page of [www.d300.org](http://www.d300.org). District 300 provides this service as a public courtesy for no fee. Documents will be posted online within two business days from our response to your request.

**Also, you always have the right to review and/or receive hard copies of our response and any records we release. If this interests you, please check your preferred method of access:**

\_\_\_\_ (1) **Inspection** of the records at the District Central Office (*no fees apply*)

(2) **A paper copy**

- *No fee applies: first 50 pages of black and white, letter or legal sized copies*
- *Copy fee applies: page 51 onward - \$.15 per 8 1/2 x11” page or \$.30 two-sided; schedule of other page sizes is available at [www.d300.org](http://www.d300.org) or upon request). Check one:*

\_\_\_ (a) Pick-up at District Central Office \_\_\_ (b) Mail \_\_\_ (c) Fax to # \_\_\_\_\_

(3) **Compact Disc** containing the document in PDF form (*CD fee of \$1.50 per disc applies*). Check one:

\_\_\_ (a) Pick-up at District Central Office \_\_\_ (b) Mail

(4) **Electronic** e-mail containing the document in PDF form (*No fee applies*).

E-mail address: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

The District’s response and records were accessed by (*check one*): \_\_\_ Inspection \_\_\_ Pick-up \_\_\_ Mail \_\_\_ Fax

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ a.m./p.m. PLACE: \_\_\_\_\_ AMT. REC’D: \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_

**ATTN: Communication Services Department**

Community Unit School District 300, 2550 Harnish Drive, Algonquin, IL 60102

847.551.8300 phone // 847.551.8413 fax

Request # \_\_\_\_\_ Date of Request: \_\_\_\_\_ Date Due: \_\_\_\_\_

Extension to: \_\_\_\_\_

**DISPOSITON OF REQUEST**

(to be completed by District 300 staff)

**Telephone contact with requestor:**

(1) Purpose: \_\_\_\_\_

\_\_\_\_\_
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

(2) Purpose: \_\_\_\_\_

\_\_\_\_\_
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

(3) Purpose: \_\_\_\_\_

\_\_\_\_\_
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

(4) Purpose: \_\_\_\_\_

\_\_\_\_\_
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_

**Signature of Employee, verifying completion of request:** \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Title of Employee: Supervisor of Communication Services (or designee: \_\_\_\_\_)

Response posted to [www.d300.org](http://www.d300.org); DATE: \_\_\_\_\_ Posted by (initials): \_\_\_\_\_

\_\_\_\_\_ Number of pages \_\_\_ copied or \_\_\_ faxed @ \$ \_\_\_\_\_ / page

- ( ) No Fee: First 50 pages
- ( ) 8 1/2 x 11 (\$0.15/each page or \$0.30 two-sided-Black and White) (Color copies-additional fees may apply)
- ( ) 8 1/2 x 14 (\$0.20/each page or \$0.40 two-sided-Black and White) (Color copies-additional fees may apply)
- ( ) 11 x 17 (\$0.45/each page, computer print-outs requiring reduction to 8 1/2 x 11-Black and White) (Color copies-additional fees may apply)
- ( ) Cassette tape (\$3.00/tape)
- ( ) Compact disc (\$1.50/disc)

**TOTAL COST: \$ \_\_\_\_\_**

Comments: \_\_\_\_\_