

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 146
FOIA REQUEST FORM**

NOTE: Use of this form is helpful to the FOIA officers who work to compile the information you are requesting. However, its use is optional.

1. REQUESTER INFORMATION

Name of Requester (Last, First, Middle)	Date (mm/dd/yyyy)	Daytime Telephone
Organization (if applicable)	Address (Street Number and Name)	
City	State	Zip Code

2. INFORMATION REQUESTED: Please identify the information you are seeking. Please be as specific as possible. Attach additional pages if necessary.

Description of Records	# Copies requested
Purpose of Request: <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> NON-COMMERCIAL (You are not required to state the purpose of your request)	

3. FEES: No fees shall be charged for the first fifty (50) pages of black and white letter or legal sized copies. Thereafter a fee of \$.15 per page may be charged for copying black and white letter or legal sized documents. If the District provides copies in color or in a size other than letter or legal, the District will charge (\$x.xx) per page. If a person requesting public records desires to have them delivered to him or her, the District will include the reasonable cost of postage in the fees charged.

By my signature, I consent to pay all costs incurred for duplication of materials as indicated above or in the District Board Policy "Access to Public Records".

Signature of Requester _____

4. FOIA OFFICERS: All FOIA requests to inspect or copy District 146 information must be submitted in writing to either of the following FOIA Officers via personal delivery, mail, electronic mail or fax:

Lisa Kapicak
CCSD 146
6611 W. 171st St.
Tinley Park, IL 60477
FOIA@district146.org

The District shall grant or deny a written request within five business days or as required by Public Act 96-0542.

For Office Use Only:

The undersigned FOIA Officer of Community Consolidated School District 146 hereby acknowledges receipt of this FOIA request for inspection or copying of records at the Administration Center, located at 6611 W. 171st St., Tinley Park, IL on _____, 20_____. The period for a written response expires on _____, 20_____.

Signature