



**REQUEST FOR EXAMINATION AND/OR COPIES OF PUBLIC RECORDS  
PURSUANT TO THE FREEDOM OF INFORMATION ACT**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the hour of \_\_\_\_\_ (a.m./p.m.), the following request was made for access to the public record(s) listed below for the purpose of review and/or duplication:

Records to be inspected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Records to be copied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of requesting party (please print): \_\_\_\_\_

Signature of requesting party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that, as permitted by the Act 5 ILCS 140/6, the first 50 black and white copies are free; any additional pages cost 15 cents per page. Color copies or paper sizes other than letter or legal will be provided at the actual cost of copying. If mailed, postage costs will be included in the total fee.

**Disposition of Request**

Record(s) made available and requesting party notified. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Record(s) were provided for review. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Record(s) copied at the cost of: \_\_\_\_\_  Record(s) mailed at a cost of: \_\_\_\_\_

Record(s) were:  Picked up  Mailed  Sent via Email Date: \_\_\_\_\_

Request delayed—attach reason(s)  Request denied—attach reason(s)

Signature of Employee: \_\_\_\_\_

Title of Employee: \_\_\_\_\_

Report to Board of Education on: \_\_\_\_\_