

WEST CHICAGO ELEMENTARY SCHOOL DISTRICT 33
312 E. Forest Avenue
WEST CHICAGO, ILLINOIS 60185

REQUEST TO INSPECT RECORDS OR RECEIVE COPY OF RECORDS

To: Freedom of Information Act (FOIA) Officer – Kristina Davis, Superintendent
Back-up FOIA Officers – Mark Truckenbrod, Director for Human Resources; Sherri Massa, Director of Student Services; and Alma Garcia, Administrative Assistant to the Superintendent
c/o Educational Service Center
312 E. Forest Avenue
West Chicago, IL 60185

Email Address: davisk@wego33.org Kristina Davis
truckenbrodm@wego33.org Mark Truckenbrod
massas@wego33.org Sherri Massa
garciaa@wego33.org Alma Garcia

I hereby request to inspect _____ copy * _____ the following records:

(Please describe requested records as specifically as possible, attaching additional page if necessary)

* There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15 cents per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g. compact disk, tape, DVD), when applicable.

Is this request for a commercial purpose? Yes _____ No _____

Are you requesting a waiver or reduction of copying fees? Yes _____ No _____

If yes, what is the purpose of this request? _____

Requester's Name: _____ Date of Request: _____

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

DO NOT WRITE IN THIS SPACE:

(Date request received by West Chicago School District 33)
- Recorded by FOIA Officer -

Signature of FOIA Officer

Response Due Date (within 5 working days of request)
Response Due Date if for Commercial Purposes
(within 21 working days of request)

Note: Per Illinois School Code, 5 ILCS 140/3, (Freedom of Information/Provision of Public Records) effective January 1, 2010, a public body shall comply with or deny a written request within 5 working days after its receipt, however, a response may be extended five additional days for reasons currently specified in statute, with written notice to requester given within the original five-day time period. Parties may agree in writing to extend these periods.

9/1/88 – revised 11/8/96; 7/9/03; 4/22/04; 7/1/07; 7/1/09; 1/1/10; 1/3/12; 12/1/12; 9/3/14

Freedom of Information / January 1, 2010 – Request to Inspect and/or Copy Records (word document – not writable)