

Public Access to Information

Requesting information under the Illinois Freedom of Information Act (FOIA)

Community High School District 94 is committed to providing information to parents, community members, and the general public. Please feel free to use the information below to request the information you are seeking.

Should you wish to submit a formal request for information under the Illinois Freedom of Information Act (FOIA), please take note of the following:

1. Please request information in writing. No specific form is necessary. You may submit your request via e-mail, postal mail, fax, or in person to the District. The FOIA Officer contact information is listed below.
2. Be as specific as possible when you request your information. Remember, the Freedom of Information Act's purpose is to allow for greater ease in reviewing copies of existing documents.
3. Tell us if you would like copies of the documents or would prefer to review the documents at the District Office. You have the right to either option.
4. If you wish to have hard copies of the information sent to you, there is no fee for the first 50 pages. For pages beyond 50, there is a 15-cent-per-page fee. We do not charge any fee to provide records electronically via e-mail.
5. With your request, include your name, telephone number(s), electronic mail address, and postal address. If we have questions, we will contact you. Also, let us know how you would like to receive the information you are requesting (via postal mail, via e-mail, or if you would prefer to review in person).

Community High School District 94 FOIA Officer Contact Information

Please e-mail your request to:

FOIA@d94.org

Or use the following address via postal mail:

Community High School District 94

Attn: FOIA Officer

326 Joliet Street

West Chicago, IL 60185