

# 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).
6. You will receive a response to your request within 5 business days from the day after we receive your request. However, the time period may be extended for an additional 5 business days from the date of the original due date if:
  - The requested information is stored at a different location;
  - The request requires the collection of a substantial number of documents;
  - The request requires an extensive search;
  - The requested records have not been located and require additional effort to find;
  - The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
  - The requested records cannot be produced without unduly burdening District 94 or interfering with its operations; or
  - The request requires District 94 to consult with another public body that has substantial interest in the subject matter of the request.

If additional time is needed, we will notify you in writing within 5 business days after the receipt of your request of the statutory reasons for the extension and when the requested information will be produced.

## Community High School District 94 FOIA Officer Contact Information

Please e-mail your request to:

[FOIA@d94.org](mailto:FOIA@d94.org)

Phone number:

630-876-6216

Or use the following address via postal mail:

Community High School District 94

Attn: David Blatchley, FOIA Officer

157 W. Washington Street

West Chicago, IL 60185