

# Freedom of Information Act Request to District 50 Schools

***\*\*Note to Requestor: This form is designed to provide you with helpful guidance on how to submit a FOIA request to District 50 Schools. You do not need to use this form. You may submit a FOIA request in any written format that you choose. You should retain a copy of your FOIA request for your records.\*\****

Submit your request to:     District 50 Schools  
  FOIA Officer– Chad Allaman, Ed.D.  
  304 E Almond Dr.  
  Washington, IL 61571  
  Phone: 309-745-8914  
  Fax:     309-745-5417  
  Email: callaman@d50schools.com

Date Requested: \_\_\_\_\_

Request Submitted By: \_\_\_ E-mail \_\_\_ U.S. Mail \_\_\_ Fax \_\_\_ In Person

Name of Requester: \_\_\_\_\_

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

City/State/County Zip (required): \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Fax (Optional): \_\_\_\_\_

E-mail (Optional): \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

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Is this request for a Commercial Purpose? \_\_\_\_\_ YES \_\_\_\_\_ NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? \_\_\_\_\_ YES \_\_\_\_\_ NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).