



Palos School District 118

8800 W. 119th St. | Palos Park, IL 60464 | 708-448-4800 | www.palos118.org

FOIA: Written Request for District 118 Records

All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the District’s Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

Name of individual(s) requesting District records

Email Address

Organization (if applicable)

Telephone number

Address

City

State

Zip

Date of Request

INFORMATION REQUESTED: Please identify the information you are seeking. Please be as specific as possible. Attach additional pages if necessary.

Description of Records	Electronic Copy	Inspection	# Copies requested

Purpose of request: COMMERCIAL NON-COMMERCIAL (You are not required to state the purpose of your request)

Mail: Attn. District 118 FIOA Officer, 8800 W. 119th Street, Palos Park, IL 60464

Fax: 708.448.4880 **Email:** yleschkies@palos118.org **Questions?** Call 708.761.5801

FEES: No fees shall be charged for the first fifty (50) pages of black and white letter or legal sized copies. Thereafter, a fee of \$.25 per page may be charged for copying black and white letter or legal sized documents. If the District provides copies in color or in a size other than letter or legal, the District will charge (\$.35) per page. If a person requesting public records desires to have them delivered to him or her, the District will include the reasonable cost of postage in the fees charged.

By my signature, I consent to pay all costs incurred for duplication of materials as indicated above or in the District Board Policy “Access to Public Records.”

Signature of Requester _____

I acknowledge receipt of the above requested information.

1. Request received by _____ and routed to _____ Date: _____

2. Information provided by _____ Date: _____

Cash Check Amount _____ Received by _____