



Request for District Records Form

Requests to inspect and/or obtain a copy of District records should be directed to the District's Freedom of Information Act Officer, Adeela Qureshi, via email to qureshia@district65.net, or sent in c/o Joseph E. Hill Education Center, 1500 McDaniel Avenue, Evanston, IL. **Requests must be written** and may be submitted on this form, via email or made in person. Records subject to inspection and/or copying will be prepared for inspection or copying within the time allowed by Illinois Freedom of Information Act.

Name of Individual Requesting District Records

Organization

Address

Telephone Number

City/State/Zip

E-mail Address

Date of Request

Request is for commercial purposes

Please list the public record(s) requested _____

NOTE: Unless otherwise indicated, records will be sent by U.S. Mail

The first 50 printed pages of black and white copies are free. Additional pages will be provided at a cost of .15 per page. Digital media will be provided "at cost."

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**For internal use:** Received this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Due: \_\_\_\_\_

If records are to be denied, enter date sent to Public Access Counselor \_\_\_\_\_ Response Received \_\_\_\_\_

Response completed: \_\_\_\_\_  
*date* *signature*