



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: [foia@palos118.org](mailto:foia@palos118.org) Questions? Call 708.448.4800

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 \_\_\_\_\_