



# EMPOWERING ALL STUDENTS

Learners Today - Leaders Tomorrow

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May 20, 2019

Jane Doe  
Crystal Lake, IL.  
cld47.concernedparent@gmail.com

**Re: Freedom of Information Request**

Dear Jane Doe:

On May 13, 2019 Crystal Lake School District No. 47 received a Freedom of Information Act (“FOIA”) Request from you via email in which you requested the following:

- request a report of the number of times the seclusion room, the padded room referenced in the time-out policy, has been used for children in D47, broken down by school, and then broken out by school year for the years of 2014-2015, 2015-2016, 2016-2017, 2017-2018 and the 2018-2019 school year to date.
- broken out by school, how many children were placed in the room more than 3 times during the school year, broken out by school year for the years of 2014-2015, 2015-2016, 2016-2017, 2017-2018 and the 2018-2019 school year to date.

There are no reports to provide in response to your request. The School District does not have specific reports that include the information you request. Providing this information would require the School District to create a record. The FOIA specifically provides that a public body is not obligated to prepare a public record for the purpose of responding to a FOIA request. 5 ILCS 140/1. The FOIA only requires that a public body provide existing non-exempt records in response to requests. This fulfills our obligation to your FOIA request. I would appreciate acknowledgement that you received this response

If you have any questions, please feel free to contact me 815-788-5000.

Sincerely,

Clare F. Bourne  
Freedom of Information Officer  
Crystal Lake School District 47

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300 Commerce Dr. Crystal Lake, IL 60014 815.788.5000

[www.d47.org](http://www.d47.org) D47schools [crystallakesd47](https://twitter.com/crystallakesd47)

May 13, 2019,

10:14 AM

**Concerned Parent**  
<cld47.concernedparent@gmail.com>

**REQUEST FOR ACCESS TO PUBLIC RECORDS  
PURSUANT TO THE FREEDOM OF INFORMATION ACT (5ILCS 140)**

<b>Date of Request:</b> <u>05/13/2019</u>	<b>FOIA Record #</b> _____
<b>Name:</b> <u>Jane Doe</u>	<b>Organization:</b> _____
<b>Address:</b> <u>Crystal Lake, IL</u>	<b>Phone Number:</b> _____
<u>cld47.ConcernedParent@gmail.com</u>	

**I HEREBY REQUEST ACCESS TO THE FOLLOWING RECORDS:**

I would like to understand how PBIS and seclusion rooms are correlating since the implementation of PBIS. For this, I would like to request a report of the number of times the seclusion room, the padded room referenced in the time-out policy, has been used for children in D47, broken down by school, and then broken out by school year for the years of 2014-2015, 2015-2016, 2016-2017, 2017-2018 and the 2018-2019 school year to date.

I would also like to understand, broken out by school, how many children were placed in the room more than 3 times during the school year, broken out by school year for the years of 2014-2015, 2015-2016, 2016-2017, 2017-2018 and the 2018-2019 school year to date.

Within 5 business days of the District receiving your request, you are entitled to a response, or notice that the district is in need of addition processing time (not to exceed an additional 5 business days).When our response is complete, we will contact you.

The District’s response, including all supporting documents, and FOIA request with all submitted information, will be posted online under “Freedom of Information” on the District 47 website. District 47 provides this service as a public courtesy for no fee. Documents will be posted within 10 business days from our response to your request.

Fees will apply after the initial limited amount of black and white copies are provided. Actual cost of color or abnormal size copies will apply.

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**FOR OFFICE USE ONLY:**  
The District’s response and records were accessed by :  In House Inspection  Pick-up  Mail  Fax  Email

Date: \_\_\_\_\_ Time: \_\_\_\_\_

AMT REC'D: \_\_\_\_\_ Check# \_\_\_\_\_ Cash \_\_\_\_\_

FOIA Officer: \_\_\_\_\_

Witness: \_\_\_\_\_

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