WEST NORTHFIELD SCHOOL DISTRICT NO. 31
COOK COUNTY, ILLINOIS

Request for Records Under the Illinois Freedom of Information Act

Date and Time Request Received: _____, 20_____, _____a.m./p.m.

Written Request for Records

Name of Individual Requesting Records

Organization:

Address:

Phone: Fax: E-mail:

Description of Records Requested:

Do you want to inspect, copy or inspect and copy the requested records (circle one)?

Requests for a Commercial Purpose

Is the request for a commercial purpose? _____ yes _____no

The Illinois Freedom of Information Act defines "commercial purpose" as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services". For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to made for "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific or public research or education.

ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO THE DISTRICT'S FOIA OFFICER:

Nicole Randolph
3131 Techny Road
Northbrook, IL 60062
847-313-4413 847-272-4818 (FAX)