



**WEST CHICAGO  
ELEMENTARY SCHOOLS**

*Together for Excellence ★ ¡Juntos por la Excelencia!*

312 East Forest Avenue  
West Chicago, IL 60185  
630.293.6000  
**www.wego33.org**

**REQUEST TO INSPECT RECORDS OR RECEIVE COPY OF RECORDS**

To: Freedom of Information Act (FOIA) Officer – Kristina Davis, Superintendent  
Back-up FOIA Officers – Sarah Burnett, Director for Human Resources; Sherri Massa, Director of Student Services; and Alma Garcia, Administrative Assistant to the Superintendent  
c/o Educational Service Center  
312 E. Forest Avenue  
West Chicago, IL 60185

Email Address: [davisk@wego33.org](mailto:davisk@wego33.org) Kristina Davis  
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I hereby request to inspect \_\_\_\_\_ copy \* \_\_\_\_\_ the following records:

*(Please describe requested records as specifically as possible, attaching an additional page if necessary)*

\_\_\_\_\_  
\_\_\_\_\_

\* There is no copying fee for the first 50 standard-sized black and white copies. The fee for additional copies is 15 per page. Actual cost will be charged for copies of documents not of standard size and for the recording medium (e.g. compact disk, tape, DVD), when applicable.

Is this request for a commercial purpose? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you requesting a waiver or reduction of copying fees? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the purpose of this request? \_\_\_\_\_

\_\_\_\_\_

Requester's Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



**DO NOT WRITE IN THIS SPACE:**

\_\_\_\_\_  
**(Date request received** by West Chicago School District 33)  
- Recorded by FOIA Officer -

\_\_\_\_\_  
**Response Due Date** (within 5 working days of request)  
Response Due Date Commercial Purposes (within 21 working days of request)

\_\_\_\_\_  
**Signature of FOIA Officer**

Note: Per Illinois School Code, 5 ILCS 140/3, (Freedom of Information/Provision of Public Records) effective January 1, 2010, a public body shall comply with or deny a written request within 5 working days after its receipt, however, a response may be extended five additional days for reasons currently specified in statute, with written notice to requester given within the original five-day time period. Parties may agree in writing to extend these periods.

9/1/88 – revised 11/8/96; 7/9/03; 4/22/04; 7/1/07; 7/1/09; 1/1/10; 1/3/12; 1/7/25

Freedom of Information / January 1, 2010 – Request to Inspect and/or Copy Records (word document – not writable)