



Yale Public Schools

Yale Public Schools
198 School Drive
Yale, MI 48097

Freedom of Information Act (FOIA) Request Form

The Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., provides the public with access to public records maintained by public bodies, subject to certain exemptions and limitations. Use this form to submit a Freedom of Information Act request to Yale Public Schools.

Please be as specific as possible when describing the records you are requesting.

Providing dates, names, departments, buildings, subjects, document types, or other identifying information will help the district locate responsive records efficiently.

Requester Information

Full Name:

Organization/Company (if applicable):

Mailing Address:

City:

State:

ZIP Code:

Email Address:

Telephone Number:

Records Requested

Date range of records requested, if applicable:

From: _____

To: _____

Please be specific in describing the records you are requesting:

Requests should identify the records being sought as specifically as possible. Yale Public Schools may contact the requester if clarification is necessary to determine the scope of the request.

Method of Receiving Records

Yale Public Schools will provide responsive records as **paper copies**.

Mailing Address for Records:

Please confirm that the mailing address provided above is the address where you want the records sent.

___ Yes, the above mailing address is where the FOIA records should be sent; if 'No' specify address

FOIA Fees and Costs

Yale Public Schools may charge fees permitted by the Michigan Freedom of Information Act for the costs associated with processing and producing responsive records.

Depending on the nature and scope of the request, allowable fees may include costs associated with:

- Searching for and retrieving responsive records;
- Examination and review of records;
- Separation or redaction of exempt information;
- Duplication and copying of records;
- Necessary mailing and postage costs; and
- Other costs specifically permitted by Michigan FOIA.

After reviewing the scope of the request, Yale Public Schools will provide the requester with a written response and a detailed itemization or estimate of applicable fees.

Yale Public Schools will not mail records until payment has been received by the district.

Payment must be made by **check payable to Yale Public Schools**. If the actual allowable cost differs from the estimate, the district will communicate any additional amount due or applicable refund in accordance with Michigan FOIA.

Important FOIA Information

By submitting this form, I understand that:

1. This form constitutes a written request for public records under the Michigan Freedom of Information Act.
2. Yale Public Schools will process the request in accordance with Michigan FOIA and the district's FOIA Procedures and Guidelines.
3. The district is not required to create a new public record, compilation, summary, or analysis that does not already exist, except as required by law.
4. Some records or portions of records may be exempt from disclosure under Michigan FOIA or another applicable law.
5. Records may be provided in whole, in part, or denied in accordance with applicable law.
6. Yale Public Schools may contact me if clarification is necessary to determine the scope of my request.
7. Fees may be assessed for allowable costs associated with searching, reviewing, redacting, copying, preparing, and mailing responsive records.
8. Yale Public Schools will provide a written fee estimate or itemization when applicable.
9. If a deposit or payment is required, the district will provide instructions for submitting payment.
10. Paper copies of responsive records requiring payment or a deposit will be mailed after the required payment or deposit has been received, subject to the requirements and timelines of Michigan FOIA.
11. Submitting a FOIA request does not guarantee that all requested records will be disclosed.

I certify that the information provided in this request is accurate and that I am requesting access to public records pursuant to the Michigan Freedom of Information Act (FOIA).

Signature/Full Name:

Date:

Requests Must Be Emailed to FOIA Coordinator- foia@ypsd.us or Mailed to:

FOIA Coordinator
Yale Public Schools
198 School Drive
Yale, MI 48097

