Community Consolidated
School District 181

FOIA: Written Request for District 181 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 are 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

_____ _____

Address | Telephone number

_____ _____ _____ _____

City, | State, | Zip, | Date of request

☐ Please confirm whether this request for records is for a commercial purpose. Section 2 of the Freedom of Information Act states: "Commercial purpose" means 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 nonprofit, scientific, or academic organizations shall not be considered to be made for a "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. Section 3.1 states: "It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body."

☐ Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: "Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit." Please indicate your reason for requesting a fee waiver: _____

Record Description (Please be specific)	Electronic Copy	Inspection	Copy

☐ _____

Mail: Attn. District 181 FOIA Officer, 133 E. Ogden Ave, Hinsdale, IL 60521 Fax: 630.887.1079 • Email: jduggan@d181.org • Questions? Call 630.861.4922

I acknowledge receipt of the above-requested information.

1. Request received by _____ and routed to _____ Date: _____

Community Consolidated
School District 181
133 E Ogden Ave, Hinsdale, IL 60521
Hours: Weekdays 8AM-4PM
Phone: (630) 861-4900
Fax: (630) 887-1079