

# Lowpoint-Washburn C.U.S.D. #21

508 E. Walnut St.

Washburn, Illinois 61570

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*Duane J. Schupp, Superintendent*

## Freedom of Information Act Information

Lowpoint-Washburn CUSD #21, located in Woodford County, Illinois, is organized under the laws of the state of Illinois for the purpose of providing its residents with schools for grades K-12 for the education of all eligible persons in the District.

## Guidelines for Obtaining Records Accessible under FOIA

The Superintendent is the District's FOIA officer.

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, fax or e mail directed to the District's FOIA officer.

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508 E. Walnut St.  
Washburn, Il. 61570  
FAX: 1-309-248-7518  
E Mail: [schupp@lwcusd21.com](mailto:schupp@lwcusd21.com)

Within 5 business days after receipt of a request for access to public records, the FOIA officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA.

The inspection and copying of records that is the subject of an approved request is permitted at the Unit Office between the hours of 9:00 AM and 3:00 PM unless other arrangements are made by the FOIA Officer.

## Copying Fees

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