

Iroquois-Kankakee Regional Office of Education
Request for Records in Accordance with the Freedom of Information Act (5 ILCS 140)

Date of Request: _____ Submitted to: _____

Requestor's Name: _____

Address: _____

Requestor's Signature: _____

Request to: Inspect these records in person _____ Obtain copies of these records _____

Description of Records Requested:

A response to this request should be made within 5 working days of receipt of this request.
You will be notified by the date of _____ as to action taken on the request.

Request Received by: _____ Date: _____

Response:

- The documents requested are enclosed.
- The documents will be made available upon payment of copying costs (\$.25 per page.)
- You may inspect the documents at _____ on the following date :_____.
- In accordance with Section 3(f) of the Freedom of Information Act, the request creates an undue burden on the public body. Please reduce your request and resubmit to the _____ Department.
- The materials requested are exempt under Section 7____ of the Freedom of Information Act for the following reasons: _____

- A response to this request has been extended 5 working days, for the following reason(s) (in accordance with 3(d) of the FOIA):

Right to Appeal:

If this request is denied in whole or in part, you have the right to appeal the denial to the Public Access Counselor (PAC) of the Attorney General's Office.

Answered by: _____ Title: _____ Date: _____