



Regional Office of Education #30
Alexander, Jackson, Perry, Pulaski and Union Counties
1001 Walnut Street
Murphysboro, IL 62966

FREEDOM OF INFORMATION ACT
REQUEST FOR EXAMINATION OR COPY OF PUBLIC RECORDS

Contact Information:

Contact Name:	_____	Mailing Address :	_____
Prefix :	_____	Address Line 1 :	_____
First Name :	_____	Address Line 2 :	_____
Last Name :	_____	City :	_____
Organization :	_____	State/Province :	_____
Email Address :	_____	Zip Code :	_____
Phone Number :	_____		
Fax Number :	_____		

Records Sought: (be as specific as possible:)

RECORD REQUEST FORMAT

Please indicate if you wish to inspect the above captioned records or want a paper copies or electronic copies.

___ **INSPECTION** ___ **COPY** (*Fees may apply) ___ **ELECTRONIC**

NOTICE OF COPY FEES *

There is a .15¢ charge per page for all paper copies over 50. Color copies are not available.

RESPONSE

This agency will respond or deny a request for public records within 5 business days after tis receipt. However, that time period maybe extended for an additional 5 business days from the date of the original due date. If additional time is needed, the agency will notify the requestor in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced. Should your request be denied in whole or in part, you will be notified under separate cover. If so, the information below will be applicable.

REQUEST FOR APPEAL

If your request for records has been denied, in-whole or in-part you have the right to appeal this decision to: Illinois Attorney General's Office, Public Access Review, 500 S 2nd Street, Springfield, Illinois, 62706, (217) 558-0486

___ **COMMERCIAL PURPOSE**

Please check if this request for records is being made 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 of advertisement for sale or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose".