



Request for Access to Public Records

Citizens have a right to access public records of their governmental bodies, including school districts. The Illinois Freedom of Information Act (5 ILCS 140) gives members of the public the right to file a request with a governmental body for access to specific public records and requires public bodies to make public records available to anyone for inspection or copying. However, to allow governmental bodies to operate efficiently and to protect personal privacy, the Act excludes specific types of records from public release, with some general examples being medical records, student records, personnel files, test questions and answers, security plans, and the minutes of closed session meetings not yet approved by Board vote for release. This request applies to records and reports already created.

I hereby request access to the following record (describe the record specifically):

Date of Request

Street Address of Requestor

Printed Name of Requestor

City, State and ZIP

Signature of Requestor

Daytime Phone Number

Organization, if applicable

Email Address

Within 7 business days of the district receiving your request, you are entitled to a response from District 73, or a notice of the District's need for additional processing time (not to exceed an additional 7 business days). When our response is complete, we will contact you.

Please make an appointment to inspect records at the District Office.

*Copy fees: \$.15 per 8 ½ x 11" page or \$.30 for two-sided pages
\$.20 per 8 ½ x 14" page or \$.40 for two-sided pages
\$.45 per 8 ½ x 17" page and print-outs requiring reduction to 8 ½ x 11"*

FOR OFFICE USE ONLY:

FOIA Record # _____

INSPECTION DATE: _____ TIME: _____ a.m./p.m. PLACE: _____

AMT REC'D: _____ CHECK #: _____ CASH: _____

WITNESS SIGNATURE: _____

Rev 4/15/08