



TOWNSHIP HIGH SCHOOL DISTRICT 211

FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Name, Address, Phone/Fax Numbers of Public Body receiving FOIA request:

Township High School District 211 847-755-6600 (main)

1750 S Roselle Rd, Palatine, IL 60067 847-755-6810 (fax)

ATTN: David Torres, Associate Superintendent/Business and Designated FOIA Officer

Date Requested: _____

Request Submitted by: In Person US Mail E-mail Fax

***Name of Requester*

Company Name

***Street Address*

***City/State/Zip Code*

Telephone

E-mail

Fax

Records Requested:

(Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.)

Do you want copies of the documents?

YES NO

Do you want Electronic or Paper copies?

PAPER ELECTRONIC

Is this request for a Commercial Purpose? YES NO

(It is a violation of the Freedom of Information 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. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES NO

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare of legal rights of the general public. 5 ILCS 140/6(c)).

***** NOTE TO REQUESTER: Retain a copy of this request for your files. If you *****
eventually need to file a Request for Review with the Public Access Counselor, you will
need to submit a copy of your FOIA request.