

FREEDOM OF INFORMATION REQUEST

The Illinois Freedom of Information Act, as amended by Public Act 096-0542, was created by the state legislature to provide the public with complete access to public records. The Act, which originally went into effect on July 1, 1984, was created to clearly define the records that are subject to public review and inspections and to provide detailed guidelines on the procedures which are to be followed by both the public and the public body to whom the request is made. The intent of the law is to ensure that all citizens have comprehensive access to the information regarding the affairs of government and their public officials and employees.

I, the undersigned, am requesting the following documents under the Illinois Freedom of Information Act ("FOIA"). (Please print and be as specific as possible; use reverse side for additional space):

- For non-commercial requests, I understand I will receive an initial response to this request within five (5) business days.
- If I am making a request for commercial purposes*, I understand that I will receive an initial response to this request within twenty-one (21) business days.
- I also understand that I will be given the choice of inspecting any responsive documents in person at the Chicago Public Schools Central Office, 125 S. Clark Street in Chicago.
- I further understand that no fee will be charged for the first 50 pages of black and white, letter or legal sized copies, but there may be an additional charge for copies of documents in an electronic format or documents provided in color or in any size other than legal or letter size.

Name of Person Filing Request: _____

Organization, Agency, Business Affiliation (optional): _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Fax Number: _____ Commercial Purpose*: Yes No

Please sign and date your request below.

Signature: _____ Today's Date: _____

All FOIA requests must be submitted to CPS in writing. For access to the public records of the Chicago Public Schools, this form or a letter containing a FOIA request can be mailed, faxed or e-mailed to the CPS:

Freedom of Information Officer
Chicago Public Schools
125 S. Clark Street-7th Floor
Chicago, IL 60603
Phone: (773)553-1660
Fax: (773)553-1701
Email: FOIA@cps.k12.il.us

* A 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 or advertisement for sales or services." 5 ILCS 140/2(c-10).