

### Freedom of Information Act Request form

On the \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_, at the hour of \_\_\_\_\_ M, the following individuals appeared in person at the office of Schiller Park School District 81 and requested the following records:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Records sought:

---

---

---

Paper copy from paper or electronic source (50) pages or less)	No charge
Paper copy from paper or electronic source (51) pages or more)	\$.15 per page
Copy of audio or video material	Cost of media

\_\_\_\_\_  
Requestor's Signature

Employee Signature and Title \_\_\_\_\_

The records may take up to five days to assemble. District office staff will notify you when the items are available.

Numbers of copies made \_\_\_\_\_ Cost \$ \_\_\_\_\_

I hereby certify the above requested records were presented to me, for inspection or copies provided on \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

Requestor's Signature \_\_\_\_\_

#### Checks are made payable to School District 81

If additional time is needed, we will notify the requestor in writing within 5 business days after the receipt of the request of the statutory reason for the extension and when the requested information will be produced.