



# Skokie School District 73½

Oliver McCracken Middle School • John Middleton Elementary School • Elizabeth Meyer School

## School District Records Directory Skokie School District 73½

Any person requesting records of Skokie School District 73½ may make such a request in person, verbally or in writing, at the District Office, 8000 East Prairie Road, Skokie, Illinois.

Such request should be made to Laurie Taylor, at the above address; and if she is not present, such request may be made to Dr. Ann Williams.

Alternatively, any person may mail a written request to either Ms. Taylor or Dr. Williams specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the District Office at the above address. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The fees for copies of records are as follows:

10 cents per page will be charged for black and white copies after page 50

**This directory must be “prominently” displayed at the school district’s main office and at each school. It also must be available for public inspection and copying and mailed to persons requesting it.**

Skokie School District 73½ Board of Education Policy 2:250 AP, E1, E2, E3

IASB - The Illinois Freedom of Information Act Appendix G - School District Records Directory

Senate Bill 189/Public Act 096-0542 - Effective January 10, 2010

Document Date: July 12, 2017



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## Freedom of Information Act – FOIA

### Skokie School District 73½ - Compliance with Amendment to the Illinois Freedom of Information Act Senate Bill 189/Public Act 096-0542, effective January 1, 2010

FOIA requests will be immediately forwarded to the Freedom of Information Officer(s) or designee.

The request will be satisfied within five (5) business days of receipt of the request instead of the current (7) seven).

“Freedom of Information Officer(s)” Specific Duties:

- Officers will receive FOIA training, annually
- Officers will receive requests for public documents
- Officers will direct requests to the appropriate persons for compilation
- Officers are responsible for timely response and issuance of final responses

Officers are responsible for maintaining records of requests and responses.

### Skokie School District 73½ Freedom of Information Officers

Skokie School District 73 ½ has designated two Staff Members to act as Freedom of Information Officers. Please direct all FOIA requests and inquiries to:

Laurie Taylor  
Secretary to the Superintendent  
Skokie School District 73½  
8000 East Prairie Road  
Skokie, Illinois 60076

Phone: 847.676.8237  
E-Mail: [ltaylor@sd735.org](mailto:ltaylor@sd735.org)

Or

Dr. Ann Williams  
Chief Financial Officer  
Skokie School District 73½  
8000 East Prairie Road  
Skokie, Illinois 60076

Phone: 847.324.0506  
E-Mail: [annwilliams@sd735.org](mailto:annwilliams@sd735.org)

Date: July 12, 2017