Community Unit School District #4
Request for Records Under the Illinois Freedom of Information Act

Written Request for Records

Name of Individual Requesting Records: _____
Organization: _____
Address: _____
Phone: _____ *Fax:* _____ *email:* _____
Description of Records Requested: _____
_____
_____
_____
_____
_____
_____

Requests for a Commercial Purpose

Is the request for a commercial purpose? _____*yes* _____*no*

The Illinois Freedom of Information Act defines "commercial purpose" as "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."

ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO A DISTRICT FOIA OFFICER

Diane E. Robertson, Superintendent, FOIA Officer
Box 200
Mendon, IL 62351
superu4@cusd4.com

William Dorethy, HS Principal, FOIA Officer Designee
Box 200
Mendon, IL 62351
hsprinu4@cusd4.com

For Office Use Only

Date Request Received: _____ ***Deadline for Response***_____

Date Request Responded To: _____

Notes:
_____
_____
_____
_____
_____
_____

- ☐ ***Original Request Attached (if different from this form)***
- ☐ ***Copy of Official Response Attached***

Signature of FOIA Officer: _____ ***Date:***_____