

Written Request for Records – FOIA Act

Many public records for Sandwich Community Unit School District 430 are immediately available from the website www.sandwich430.org. Full access to District records is available to any person as provided in the Illinois FOIA. A request for inspection or copies of public records can be made in writing and may be submitted by personal delivery, U.S. Mail, fax 815-786-6229 or e-mail at sandschl@kidsroe.org. The Board of Education has appointed the Superintendent or his designee as FOIA Officers. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Please be as specific as possible regarding the document(s) you are requesting.

A FOIA Officer will respond to information requests within 5 business days after the receipt of the request. Inspection or copying of public records is subject to an approved access. The FOIA Officer may extend the time for a response up to 5 additional business days if the person requesting the information is notified of the reason for the delay or written agreement with the person regarding the records is reached on a compliance period.

Individuals interested in obtaining public information from Sandwich School District are asked to bring or send their request to Central Office at 720 S. Wells St., Sandwich, IL 60548. The request form can be obtained from the District website, under Board Homepage, in Section 2 of the Policy Manual, under Policy 2:250.

Any person making a request for copies for public records must pay an applicable copying fee of \$.15 per page. No fees will be charged for the first 50 pages of black and white, letter or legal copies. No fees shall be charged for electronic copies other than the cost of the recording medium. The inspection of public records is permitted at Central Office, 720 S. Wells Street, Sandwich, IL 60548 during regular business hours.

To be submitted to the Superintendent or Designee (FOIA Officer) Date:

District Name
 Address
 City/State/Zip

Dear FOIA Officer (Superintendent or designee):

I (We) am (are) hereby requesting that I (we) inspect the following records in the District’s administrative office:

I (We) am (are) hereby requesting that for the following records to be mailed to (_____)
 or emailed to (_____):

 Signature(s) of the Person(s) Making the Request

 Date