

Freedom of Information Act Online Program

To better serve the community, Prairie Grove Consolidated School District 46 offers its Freedom of Information Act (FOIA) Request Form Online as a public courtesy.

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. The law provides that a person can ask a public body for a copy of its records on specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure.

District 46 is obligated to respond within 5 business days after the request is received. Day 1 of the 5-day timeline is the first business day **after** the request is received by the public body. If additional time is needed the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.

There are several exceptions to public disclosure that include but are not limited to: private information, personal information, law enforcement records, preliminary drafts, business trade secrets, proposals and bids until a final selection is made and requests that are unduly burdensome. The requester will be notified in writing specifying the reasons for the denial. The requester has the right to appeal the public body's response by filing a request for review with the Attorney General's Public Access Counselor within 60 calendar days.

Additional information can be found by going to the Illinois Attorney General's website:
<http://foia.ilattorneygeneral.net/Default.aspx>

How to File a FOIA Request

1. Download a FOIA Request Form:
[FOIA Request Form](#)
2. Please provide the following information:
 - Requester's Name
 - Name of Organization (if applicable)
 - How requested documents should be delivered (pick-up, mail, fax, email)
 - Address to where the file should be sent (if applicable)
 - Your telephone number(s)
 - Specific information regarding the documents you are seeking
 - Complete and signed FOIA Request Form

3. File your FOIA request in one of the following ways:

- Mail or deliver to:
 - Prairie Grove Consolidated School District 46
 - 3223 IL Route 176
 - Crystal Lake, IL 60014
- Fax to FOIA Officer at 815-356-0519
- Scan and email to FOIA@dist46.org

If you have any questions please contact Prairie Grove Consolidated School District 46 FOIA Officer Joan McAvoy at 815-459-3023.