



**COMMUNITY HIGH SCHOOL DISTRICT 117
LAKE COUNTY, ILLINOIS**

Request for Records Under the Illinois Freedom of Information Act

Written Request for Records

Name of Individual Requesting Records _____

Organization _____

Address _____

Phone _____ Fax _____ E-Mail _____

Description of Records Requested

Do you want to inspect, copy, or inspect and copy the requested records? (circle one)

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. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education." 5 ILCS 140/2(c-10).

ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO THE DISTRICT'S FOIA OFFICER:

Dr. James McKay, 1625 Deep Lake Road, Lake Villa, IL 60046 jim.mckay@chsd117.org

Ms. Jennifer Nolde, 1625 Deep Lake Road, Lake Villa, IL 60046 jennifer.nolde@chsd117.org

Date and Time Request Received: _____, 20 _____ am/pm