



FREEDOM OF INFORMATION REQUEST

DISTRICT RECORDS OFFICE
SCHOOL DISTRICT U-46

District Records Office
355 East Chicago Street
Elgin, Illinois, 60120-6543
Ph: (847) 888-5000 x 5329
Fax: (847) 608-2759

**REQUEST FOR ACCESS TO PUBLIC RECORDS
MAINTAINED BY SCHOOL DISTRICT U-46**

Pursuant to the Illinois Freedom of Information Act, the undersigned does hereby request access to the following public records maintained by School District U-46.

Please be specific as possible and include a description of the records, number of copies requested, (\$.15 per page after first 50 free pages) and if you need certified copies.

This form should be mailed to: **District Records Office, Room #120 / Attn: FOIA Officer**
355 East Chicago Street
Elgin, IL 60120
or emailed to: **e-mail: annapasternak@u-46.org**

_____ # of copies check if you need **certified** copies

Description: _____

Requestor's Name **Signature of person making request** **Date**

E-Mail: _____

Company Name: _____

Mailing address: _____

Phone #: _____

Acknowledgment of Receipt of Request by Custodian of Records, 355 E. Chicago St., Elgin, IL. 60120.

Request received by Custodian of Records for School District U-46 this ____ day of _____, 20 ____.

By _____
Custodian of Records