

School Board

Exhibit - Response to Request for District Record Inspection

The Superintendent or designee completes and sends to the individual making the request.

Name of Individual(s) Requesting District Records	Organization
Address	Telephone Number
City	State Zip

Superintendent's Response to Record Request

After carefully reviewing your request to inspect or receive a copy of a District record, I have made a determination as indicated by the box(es) checked below.

Superintendent or Designee	Date
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☐ **Approved.** The following records are available for inspection at the District office on _____.
(Date)

Copies, if previously requested, are also available on that date, provided the copy fee is paid. Please contact the District office to arrange for these records to be mailed to you.

Record Description	Copy fee (if applicable)
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1. _____
2. _____
3. _____

☐ **Pending.** An additional 7 working days is required to determine a response for the reasons listed below.

Record Description	Reason (circled)
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1. _____ A B C D E F G
2. _____ A B C D E F G
3. _____ A B C D E F G

- A. The requested records are stored entirely or partially at other locations than the office having charge of the requested records.
- B. The request requires the collection of a substantial number of specified records.
- C. The request is couched in categorical terms and requires an extensive search in order to be responsive to it.
- D. The requested records have not been located and additional efforts are being made to find them.

- E. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under the Illinois Freedom of Information Act or should be revealed only with appropriate deletions.
- F. The request for records cannot be complied with by the District within the time limits prescribed without unduly burdening or interfering with its operations.
- G. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body, having a substantial interest in the determination or in the subject matter of the request.

☐ **Denied.** The following records are exempt from disclosure under the following provision(s) in the Freedom of Information Act:

Record Description	Provision
1. _____	5 ILCS 140/7 _____
2. _____	5 ILCS 140/7 _____
3. _____	5 ILCS 140/7 _____

You have the right to appeal a denial of a record request to the School Board President. You should send or deliver an appeal notice to the District's main office.

DATED: October 10, 2007