

REQUEST TO INSPECT RECORDS

To: Susan Patton, Chief FOIA Officer
Naperville Community Unit School District 203
203 West Hillside Road
Naperville, IL 60540-6589

Date Requested: _____
Request submitted by: e-mail U.S. Mail Fax In person

Name of Requester (Print or type): _____

Street Address: _____

City/State/County/Zip: _____

Phone Number: _____

Email (Optional): _____

Fax (Optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

I understand that I shall be charged \$.15 per page after the first 50 pages.

Signature of Requesting Individual

Do you want copies of the documents? (circle) Yes No.
How do you want copies? (circle) Electronic Paper

Is this request for a Commercial Purpose? (circle) Yes No.
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? (circle) Yes No.
(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).