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.

____________________________________________________________________________

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____________________________________________________________________________

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)).