



**THORNTON TOWNSHIP HIGH SCHOOL DISTRICT 205**  
465 EAST 170<sup>TH</sup> STREET • SOUTH HOLLAND, ILLINOIS 60473  
708.225.4000 • FAX: 708.225.5055  
WWW.DISTRICT205.NET

Date
Received
By
District 205

**Freedom of Information Act (FOIA) Request Form**

*\*Notice to Requestor: Retain a copy of this request for your files\**

**PLEASE TYPE OR PRINT CLEARLY**

**SUBMIT FORM VIA FAX TO 708.225.5055 OR  
SUBMIT FORM VIA E-MAIL TO [doss.jerry@district205.net](mailto:doss.jerry@district205.net)**

Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

PERSONAL REQUEST   
**(response within 5 business days)**

COMMERCIAL REQUEST   
**(response within 21 business days)**

***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)***

**Records Requested:** *\*Provide as much specific detail as possible so the public body can identify the documents that you are seeking. Additional pages may be attached if necessary.\**

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Do you want Electronic Copies or Paper Copies? \_\_\_\_\_

- There is no charge for the first 50 pages - \$.15 per page for each page after 50 pages
- Fees for color, oversized copies, or other formats shall be the actual cost to copy
- Records requiring certification will be charged \$1.00 per record
- If you want the documents delivered via US Mail, you will be charged for postage
- All charges must be paid before documents will be released
- There is no charge for documents delivered via e-mail

Are you requesting a fee waiver? **YES or NO**

*(If you are requesting that the School District 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)).*

\*\*\*\*\*FOR SCHOOL DISTRICT USE\*\*\*\*\*

Request Submitted By: E-mail  U.S. Mail  Fax  In Person

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date Response Due: \_\_\_\_\_ Date Response Completed: \_\_\_\_\_

Response Completed by: \_\_\_\_\_