



*Broadmeadow*  
*Eastlawn*  
*Northview*  
*Pleasant Acres*  
*J.W. Eater*

Michelle Ramage  
*Superintendent*  
  
Mike Springer  
*Assistant Superintendent*

**Rantoul City Schools #137**  
**400 E. Wabash, Rantoul, IL 61866**  
*Phone: 217-893-4171*  
*Fax: 217-892-4313*

## REQUEST TO INSPECT AND/OR COPY RECORDS

Date: \_\_\_\_\_

To: Michelle Ramage  
Freedom of Information Officer  
Rantoul City Schools #137  
400 E. Wabash  
Rantoul, IL 61866  
(217) 893-5400  
[mramage@rcs137.org](mailto:mramage@rcs137.org)

I hereby request to \_\_\_\_\_ inspect or \_\_\_\_\_ copy\* the following records:  
(Please describe requested records as specifically as possible, attaching additional page if necessary.)

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\*There is no copying fee for the first 50 black and white standard-sized copies. The fee for additional copies is 15 cents per page. Actual cost will be charged for copies of documents not of standard size, and for the recording medium (e.g., compact disk, tape, DVD), when applicable.

Is this request for a commercial purpose?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Are you requesting a waiver or reduction of copying fees?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

If yes, what is the purpose of this request?

Requester's Name (printed) \_\_\_\_\_

Requester's Signature \_\_\_\_\_

Address (including zip) \_\_\_\_\_ Phone No. \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

\_\_\_\_\_  
Date Received by District