



300 Heart Boulevard  
Loves Park, IL 61111

815/636-3040 phone  
815/636-3069 fax

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Dr. Richard Fairgrievies, Administrative Agent  
Dr. Lori Fanello, Director

## FOIA REQUEST FORM

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

Use this form to request KIDS (Kishwaukee Intermediate Delivery System) or Regional Office of Education #4 records or information. Complete the form, keep a copy for your records, and submit the original via:

1. Fax: 815/636-3069
2. Mail or hand deliver: 300 Heart Boulevard, Loves Park, IL 61111
3. E-mail: [tmccullo@kidsroe.org](mailto:tmccullo@kidsroe.org)

You will receive a response within 5 days from the date request is received by our office.

### Person making request:

Title:

First name (required field):

Middle initial:

Last name (required field):

Address 1 (required field):

Address 2:

City (required field):

State (required field):

Zip code (required field):

Daytime phone number (required field):

Fax number:

Email address:

**Requestor's signature** \_\_\_\_\_  
(required)

Serving the Boone/Winnebago, DeKalb, and McHenry Regional Offices of Education

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Thursday, July 22, 2010



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

### Description of documents that are being requested.

Be as specific as possible with regard to names, dates, places, events, subjects, etc. If known, you should include any file designations or descriptions for the records that you want. (required information).

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**Request submitted by:**     In Person                       U.S. Postal Service  
    Fax     E-mail

### Description of requestor (required field):

Is this request for a Commercial Purpose? (circle one)    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)).*

**Fee waiver requested (If selected, an explanation is required)**

Explanation for a request for a waiver of fees (required field if Fee waiver requested is selected):

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### Additional comments:

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