



BURBANK SCHOOL DISTRICT 111

REQUEST TO INSPECT RECORDS

****Note to Requester:** Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.**

DISTRICT OFFICE

7600 S. Central Avenue
Burbank, Illinois 60459
Telephone: (708) 496-0500
Fax: (708) 496-0510

DISTRICT 111 SCHOOLS

K-6 Elementary Schools

Luther Burbank

8235 S. Linder
Telephone: (708) 499-0838
Fax: (708) 499-0502

Richard E. Byrd

8259 S. Lavergne
Telephone: (708) 499-3049
Fax: (708) 499-1002

Harry E. Fry

7805 S. Mobile
Telephone: (708) 599-5554
Fax: (708) 599-1348

Jacqueline B. Kennedy

7644 S. Central
Telephone: (708) 496-0563
Fax: (708) 496-8365

Rosa G. Maddock

8258 S. Sayre
Telephone: (708) 598-0515
Fax: (708) 233-6401

Frances B. McCord

8450 S. Nashville
Telephone: (708) 599-4411
Fax: (708) 233-9104

Edward J. Tobin

8501 S. Narragansett
Telephone: (708) 599-6655
Fax: (708) 233-9014

Junior High School

Liberty Junior High

5900 West 81st Street
Telephone: (708) 952-3255
Fax: (708) 229-0659

Date Requested: _____

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

Name of Requester: _____

Street Address: _____

City/State/County Zip (Required): _____

Telephone (Optional): _____ Fax (Optional): _____

E-mail (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.

	Description of Records	# of Copies Requested	Check for Certified Copies
1			
2			
3			
4			
5			
6			

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies or Paper Copies? _____

--If you want Electronic Copies, in what format? _____

Is this request for a Commercial Purpose? YES or 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? YES or 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)).

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For Office Use ONLY:

RECEIPT OF REQUEST TO INSPECT RECORDS

The undersigned FOIA Officer of Burbank School District 111 hereby acknowledges receipt of Request Number _____ on _____ (date) at the District office located at 7600 South Central Avenue, Burbank, Illinois 60459.

FOIA Officer

Rev. 2.1 (6/24/10)