Evanston/Skokie CC School District 65

Every Child, Every Day, Whatever it Takes

1500 McDaniel Ave.
Evanston, IL 60201
(T): 847 859-8101
(F): 847 866-7251

Request for District Records Form

Requests to inspect and/or obtain a copy of District records should be directed to the District's Freedom of Information Act Officer, Adeela Qureshi, via email to qureshia@district65.net, via fax to 847 866-7241 or sent in c/o Joseph E. Hill Education Center, 1500 McDaniel Avenue, Evanston, IL. **Requests must be written** and may be submitted on this form, via email or made in person. Records subject to inspection and/or copying will be prepared for inspection or copying within the time allowed by Illinois Freedom of Information Act.

_____ _____

Name of Individual Requesting District Records *Organization*

_____ _____

Address *Telephone Number*

_____ _____

City/State/Zip *E-mail Address*

_____

Date of Request

☐ Request is for commercial purposes

Please list the public record(s) requested_____

_____

_____

_____

_____

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NOTE: Unless otherwise indicated, records will be sent by U.S. Mail
The first 50 printed pages of black and white copies are free. Additional pages will be provided at a cost of .15 per page. Digital media will be provided "at cost."

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For internal use: Received this ____ day of _____, 20____ Due: _____

If records are to be denied, enter date sent to Public Access Counselor _____ Response Received _____

Response completed: _____ _____

date *signature*