



**FREEDOM OF INFORMATION REQUEST**

DISTRICT RECORDS OFFICE  
SCHOOL DISTRICT U-46

**District Records Office**

355 East Chicago Street  
Elgin, Illinois, 60120-6543  
Ph: (847) 888-5000 x 5329  
Fax: (847) 608-2759

**REQUEST FOR ACCESS TO PUBLIC RECORDS  
MAINTAINED BY SCHOOL DISTRICT U-46**

Pursuant to the Illinois Freedom of Information Act, the undersigned does hereby request access to the following public records maintained by School District U-46.

Please be specific as possible and include a description of the records, number of copies requested, (\$.15 per page after first 50 free pages) and if you need certified copies.

\_\_\_\_\_ # of copies       please check, if you need **certified** copies

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Requestors Name (PRINT)**

\_\_\_\_\_ **Company Name**

\_\_\_\_\_ **Signature of person making request**

\_\_\_\_\_ **Mailing address**

\_\_\_\_\_ **City, State, Zip**

\_\_\_\_\_ **Phone #**

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Acknowledgment of Receipt of Request by Custodian of Records, ESC Building, 355 E. Chicago St., Elgin, Illinois, 60120.

Request received by Custodian of Records for School District U-46 this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By \_\_\_\_\_  
Custodian of Records