

## Freedom of Information Act Request form

On the \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_, at the hour of \_\_\_\_\_ M, the following individuals appeared in person at the office of Schiller Park School District 81 and requested the following records:

Name Amber Hollister Phone 847-897-7219  
Address 123 N. Wacker Dr. Suite 1625 City Chicago IL 60606

**Records sought:**

I request all contractual documents including current copier lease agreements, service contracts, and purchases of copier equipment that is currently in use at the district.

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Paper copy from paper or electronic source (50) pages or less)	No charge
Paper copy from paper or electronic source (51 )pages or more)	\$.15 per page
Copy of audio or video material	Cost of media



Requestor's Signature

Employee Signature and Title \_\_\_\_\_

The records may take up to five days to assemble. District office staff will notify you when the items are available.

Numbers of copies made \_\_\_\_\_ Cost \$ \_\_\_\_\_

I hereby certify the above requested records were presented to me, for inspection or copies provided on \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

Requestor's Signature Amber Hollister

**Checks are made payable to School District 81**

If additional time is needed, we will notify the requestor in writing within 5 business days after the receipt of the request of the statutory reason for the extension and when the requested information will be produced.