

La Grange Highlands School District 106
1750 W. Plainfield Road
La Grange, IL 60525
708.246.3085
Fax: 708/ 246-0220



La Grange Highlands School District 106 and the Freedom of Information Act

As required by Section 4 of the Act (“FOIA”)

HOW TO REQUEST PUBLIC INFORMATION AND/OR RECORDS

FOIA Officer: Mrs. Patricia Viniard, Superintendent
Julie Phelps, Executive Assistant

Requesting Public Records

All requests to inspect or copies shall be made in writing, directed to the public body and submitted via personal delivery, mail, fax or other means available to the public body in accordance with Section 3(c) of the Act. District 106 prefers to use the Freedom of Information Request Form attached to this document, but the District will honor all requests lawfully submitted to the public body even if it is not submitted on the preferred form. Any written request submitted to District 106 for a public record shall be deemed to be a FOIA request and treated accordingly.

FOIA and Miscellaneous Fees

Unless fees are waived or reduced, each Requestor must pay the following fees for copies made by District 106, certification, and mailing of public records.

- | | | |
|----|----------------------------|--|
| 1. | Copies - letter or legal | \$.15 per side (after the first 50 pages) |
| 2. | Copies - color or oversize | Actual cost of reproduction |
| 3. | Certification | \$1.00 per document plus copy cost |
| 4. | Recording Media | Actual cost of media (i.e. computer media, disks, tapes, or other media) |
| 5. | Statutory Fees | Rate authorized by statute |
| 6. | Mailing | Actual cost of postage |

There will be no charge for the first 50 pages of letter or legal size black and white copies for a Requestor, except for requests made for commercial purposes. When the services of an outside vendor are required to copy any public record, the actual charges of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

In the event District 106 provides records in response to a Request but fails to respond within the requisite periods, such copies shall be provided free of charge in accordance with Section 3(d) of the Act.

Send/Submit requests to: FOIA Officer
La Grange Highlands School District 106
1750 W. Plainfield Road
La Grange, IL 60525
708.246.3085
Fax: 708/ 246-0220



FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Date Requested: _____

Request Submitted by: Email U.S. Mail Fax In person

Requestor's Name: _____

Requestor's Address: _____

Requestor's Telephone Number: _____

Requestor's Email: _____

Requestor's Fax: _____

Records Requested (*Please provide as much detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*):

Do you want copies of the documents? Yes 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 No

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purposes without disclosing that it is for a commercial purpose.)

Are you requesting a fee waiver? Yes 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 access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c).)

(For District Use ONLY)

Date request received:

Records made available: Yes No Date: _____

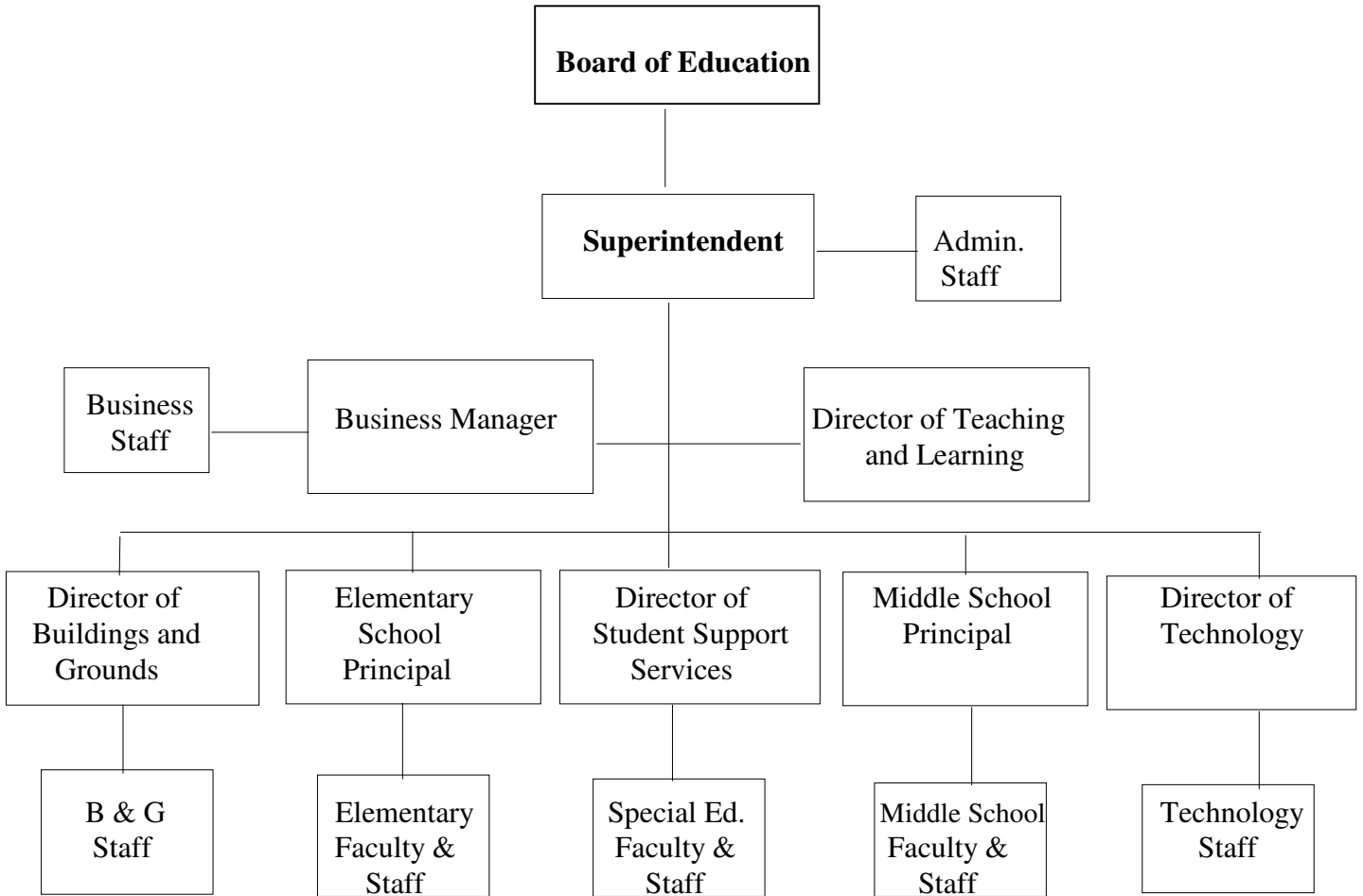
Number of Copies Made: _____ Total Amount Due: _____

District Comments: _____

Request Denied: Why: _____

FOIA Officer's Signature _____

La Grange Highlands School District 106 Organizational Chart



Mrs. Patricia Viniard
Superintendent

Mr. Eric Callis
Director of Technology

Mrs. Ali Beiermeister
Director of Curriculum and Instruction

Mr. Eric DePorter
Director of Operations

Mr. Brian Graber
Elementary School Principal

Mr. Kent Hoefling
Director of Buildings and Grounds

Mr. Michael Papierski
Middle School Principal

Dr. Vivian Powers-Richard
Director of Student Support Services

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School District 106 Locations

Administration Office
1750 W. Plainfield Road
La Grange, IL 60525
708.246.3085
fax: 708/246.0220

Highlands Elementary School
5850 Laurel Avenue
La Grange, IL 60525
708.579.6886
fax: 708.485.3611

Highlands Middle School
1850 W. Plainfield Road
La Grange, IL 60525
708.579.6890
fax: 708.485.3593

School District 106 Operating Budget

(A link to District Finance Documents is listed below.)

http://xbox.district106.net/html/modules.php?name=district_finances

School District 106 Employees

(A link to the Annual Statement of Affairs containing employee information is listed below.)

http://xbox.district106.net/html/modules.php?name=Downloads&d_op=getit&lid=2342

Documents Available for Immediate Access

Approved minutes of Board of Education Open Session Meetings for the past year

(A link to the approved minutes of Board of Education open session meetings for the past year is listed below.)

http://xbox.district106.net/html/modules.php?name=Downloads&d_op=viewdownload&cid=125