

La Grange Highlands School District 106  
1750 W. Plainfield Road  
La Grange, IL 60525  
Phone: 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***

**Contact FOIA Officer:** [foia\\_officer@district106.net](mailto:foia_officer@district106.net)

#### **Requesting Public Records**

All requests to inspect or receive copies shall be made in writing, directed to the public body and submitted via email, 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.

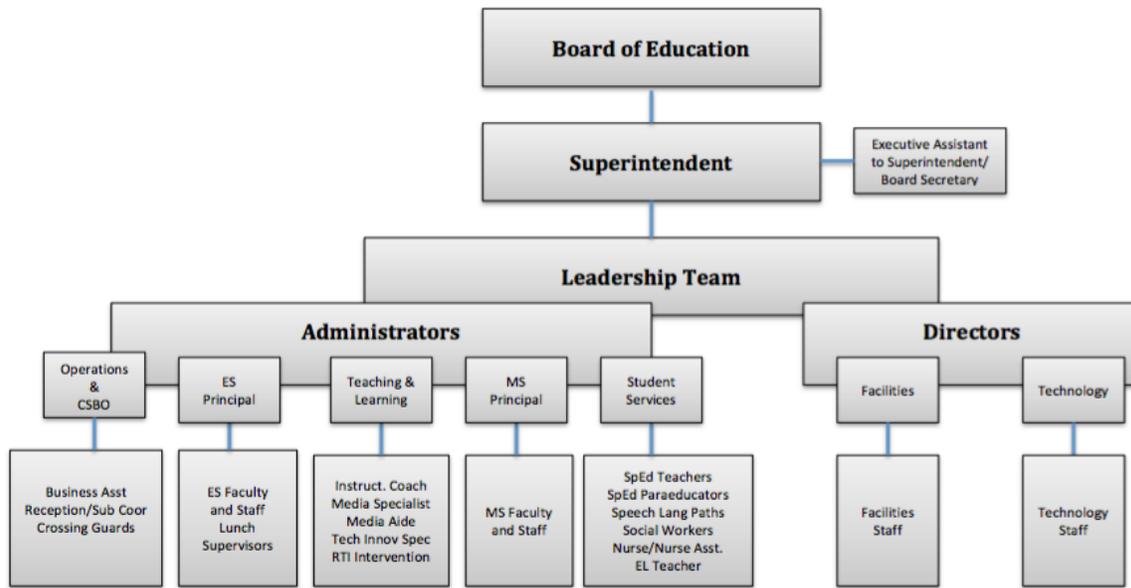
#### **School District 106 Locations**

Administration Office  
1750 W. Plainfield Road  
La Grange, IL 60525  
Phone: 708-246-3085  
Fax: 708-246-0220

Highlands Elementary School  
5850 Laurel Avenue  
La Grange, IL 60525  
Phone: 708-579-6886  
Fax: 708-485-3611

Highlands Middle School  
1850 W. Plainfield Road  
La Grange, IL 60525  
Phone: 708-579-6890  
Fax: 708-485-3593

# LaGrange Highlands District 106 Organizational Chart



*This chart indicates the positions charged with the primary responsibility for supporting, directing, supervising, and evaluating district employees. Board Policy 3:30 states: "The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be by-passed except in unusual situations. All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer."*

## LaGrange Highlands Leadership Team

Mr. John Munch – Superintendent of Schools  
 Mrs. Ali Beiermeister – Director of Teaching & Learning  
 Mr. Eric Callis – Director of Technology  
 Ms. Catherine Hannigan – Director of Operations/CSBO  
 Mr. Kent Hoefling – Director of Building & Grounds  
 Mrs. Amy Laskowski – Director of Student Support Services  
 Ms. Laura Magruder – Elementary School Principal  
 Mr. Michael Papierski – Middle School Principal

### Helpful LaGrange Highlands School District 106 links

- District 106 Finance Documents - [District Finance Web Page](#)
- District 106 Board of Education - [Board of Education Web Page](#)

**Submit FOIA Requests to: FOIA Officer**

La Grange Highlands School District 106  
1750 W. Plainfield Road  
La Grange, IL 60525  
Phone: 708-246-3085  
Fax: 708-246-0220  
FOIA\_officer@district106.net



**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 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: \_\_\_\_\_

Why was Request Denied: \_\_\_\_\_

FOIA Officer's Signature: \_\_\_\_\_