



3401 Gunderson Ave., Berwyn, Illinois 60402
Phone: 708-795-2300 Fax: 708-795-2317 Online: www.bsd100.org

Berwyn South School District 100

How to File a Freedom of Information Act

The following are instructions on how to file a Freedom of Information Act (FOIA) request with Berwyn South School District 100.

1. Please make your request for records in writing. Berwyn South School District 100 does not require the completion of a standard form for this purpose. The following form is available if you would like to use them. You may submit your written request by mail, fax or e-mail. ***Please direct your request to:***

FOIA Officer – Dr. Mary Havis

Berwyn South School District 100
LaVergne Education Center
3401 S. Gunderson Ave.
Berwyn, Illinois 60402
Office: (708) 795-2300
Fax: (708) 795-2317
Email: mhavis@bsd100.org

FOIA Officer – Jennifer Hosty

Berwyn South School District 100
LaVergne Education Center
3401 S. Gunderson Ave.
Berwyn, Illinois 60402
Office: (708) 795-2300
Fax: (708) 795-2317
Email: jhosty@bsd100.org

2. Please be **as specific as possible** when describing the records, you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. To the extent that you wish to ask questions of a representative, you may call our district office at (708) 795-2300 to be directed to the proper person.
3. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a .15 cent-per-page charge.
5. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request." In addition, you must include a specific explanation as to why your request for information is in the public interest – not simply your personal interest- and merits a fee waiver.
6. Please include your name, preferred telephone number(s), mailing address, and if you wish, your electronic mail address.

****Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. ****

Name and Address of Public Body Receiving Request: _____

Date Requested: _____

Request Submitted By: ___ E-mail ___ U.S. Mail ___ Fax ___ In Person

Name of Requester: _____

Street Address: _____

City/State/Zip (required): _____

Fax (optional): _____

Records Requested: Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach pages, if necessary.

Do you want copies of documents? **YES** **NO**
Do you want electronic copies or paper copies? _____
If you want electronic copies (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 a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c).

Are you requesting a fee waiver? **YES** **NO**
(If you are requesting that the public body to 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 to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c).