



# McHenry School District 15

420 N. Front Street, McHenry, Illinois 60050

www.d15.org

## Public Records Request

Freedom of Information Act (5 ILCS 140)

Date of Request: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby request access to the following records:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Within 5 business days of District 15 receiving your request, you are entitled to a response, or notice that the district is in need of additional processing time (not to exceed an additional 5 business days). When our response is complete, we will contact you.

### **For Office Use Only:**

The District's response Date: \_\_\_\_\_

Request Delivered by: Mail \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Materials Delivered by: Mail \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

FOIA Officer: \_\_\_\_\_