

# Plainfield Community Consolidated School District 202



We prepare learners for the future.

## Administration Center

15732 Howard Street  
Plainfield, IL 60544  
www.learningcommunity202.org

(815) 577-4000 – main telephone

(815) 436-7824 – main fax

(815) 254-0590 – human resources and finance fax

## REQUEST FOR RECORDS

## FREEDOM OF INFORMATION ACT

I hereby request that District 202 provide the following records:

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Name of Person Requesting Records: \_\_\_\_\_

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

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\_\_\_\_\_

Your Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

District 202 will respond to all Freedom of Information Act requests within the time period required by law. Please direct questions to Director of Community Relations Tom Hernandez at (815) 577-4008 or [tahernan@learningcommunity202.org](mailto:tahernan@learningcommunity202.org)

The following is a list of all categories of records and documents that are available for public inspection in conformance with the Illinois Freedom of Information Act (certain individual documents may be exempt from inspection):

- I. Board of Education records and documents.
  - A. Minutes of open meetings.
  - B. Minutes of closed meetings that have been released pursuant to the Illinois Open Meetings Act.
  - C. Final policies.
  - D. Administrative regulations enacting Board of Education policies.
  - E. Procedural rules and instructions to staff.
  - F. Final planning policies, recommendations, and decisions.
  - G. Final reports and studies prepared by or for the School District.
  - H. Final reports and documents required to be filed with the State of Illinois and other agencies.
  
- II. Financial records and documents.
  - A. Budget records and final documents.
  - B. Records regarding accounts, vouchers, or contracts dealing with the receipt or expenditure of public funds.
  - C. Applications for contracts, bids, permits, grants or agreements except as exempted from this Act.
  - D. The names, salaries, titles, and dates of employment for employees and officers.
  - E. Records regarding grants and contracts between the District and other public bodies.
  - F. Reports, studies, documents or publications prepared by independent contractors or consultants
  
- III Curriculum and instructional records and documents.
  - A. Records, lists, and documents relating to administrative manuals, procedural rules, and instructions to staff.
  - B. Final planning policies, recommendations, and decisions.
  - C. Factual reports, inspection reports and studies.
  - D. Manuals and regulations promulgating procedures and rules of operation.