

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: Kathy Schmitt – Executive Asst. to Superintendent – kschmitt@district106.net

Superintendent: Dr. Amy Warke – awarke@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.

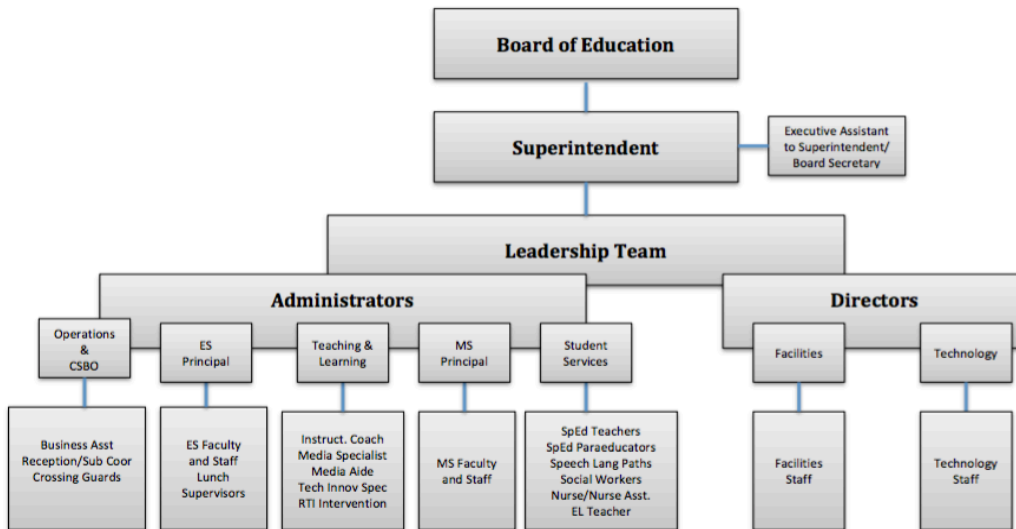
School District 106 Locations

Administration Office
1750 W. Plainfield Road
La Grange, IL 60525

Highlands Elementary School
5850 Laurel Avenue
La Grange, IL 60525

Highlands Middle School
1850 W. Plainfield Road
La Grange, IL 60525

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

Dr. Amy Warke – Superintendent
Mrs. Ali Beiermeister – Director of Teaching & Learning
Mr. Eric Callis – Director of Technology
Mr. Michael Duback – 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

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: _____