

**Community High School District 117  
Lake County, Illinois**

**Request For Records Under The Illinois Freedom of Information Act**

**Date and Time Request Received:** \_\_\_\_\_, **20**\_\_\_\_\_, \_\_\_\_\_ **a.m./p.m.**

**Written Request For Records**

Name of Individual Requesting Records  
\_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Records Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want to inspect, copy or inspect and copy the requested records (circle one)?

**Requests for a Commercial Purpose**

Is the request for a commercial purpose? \_\_\_\_ yes \_\_\_\_ no

The Illinois Freedom of Information Act defines “commercial purpose” as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or

**ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO THE DISTRICT’S FOIA OFFICER:**

Mr. Michael Nekritz, 1625 Deep Lake Road, Lake Villa, IL 60046 [mnekritz@d117.org](mailto:mnekritz@d117.org)  
Mr. James McKay, 1625 Deep Lake Road, Lake Villa, IL 60046 [jmckay@d117.org](mailto:jmckay@d117.org)  
Ms. Jennifer Nolde, 1625 Deep Lake Road, Lake Villa, IL 60046 [jnolde@d117.org](mailto:jnolde@d117.org)

**STAFF INSTRUCTIONS:**

1. If this request was received in another written form, attach the request to this completed form
2. Indicate name of employee accepting request: \_\_\_\_\_
3. Indicate whether district employee or individual requesting records completed this form. (circle one)
4. Submit to FOIA Officer on date of receipt.

**To be completed by a District FOIA Officer**

Date Form received by a FOIA Officer:

Form received by:

Deadline for response:

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Community High School District 117  
Freedom of Information Officer