---------- Forwarded message ---------
From: **'Jenny Santos' via River Trails SD26 Information** <rtsdinfo@rtsd26.org>
Date: Wed, Oct 14, 2026 at 1:21 PM
Subject: Public records request for existing employee directory
To: FOIA Officer, River Trails SD26 <rtsdinfo@rtsd26.org>

**** Be careful with this message. This message was identified as potentially suspicious. Please proceed carefully. ****

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, please provide an electronic copy of an existing current employee roster or directory for River Trails SD 26 containing, to the extent maintained:

- First and last names
- District-issued work email addresses
- Job titles or positions
- Primary schools or departments

Excel or CSV is preferred if available; otherwise, the existing electronic format is acceptable. This request excludes personal contact information and student records and does not ask you to create a new list.

This is a commercial-purpose request. The records will be used for Faculty.Services marketing and outreach to offer financial-review appointments.

If any fees would apply, please provide a written estimate and obtain my approval before incurring any charges. No fees are authorized by this request.

If any information is withheld, please identify the legal basis and provide the portions that may be disclosed.

Jenny Santos
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