

FOIA - Written Request for District Records

All requests to inspect and/or to obtain a copy of District records must be made in writing. Please submit the following completed request to the Superintendent.

Dear Superintendent,

I/We are hereby requesting that I/We:

_____ Inspect the following records in the District's Administrative office

***** _____ Receive copies of the following records (Please indicate mail, fax or **personal pickup**)

Jordan Turley-Hammitt

Private Citizen

Name of Individual(s) Requesting District Records

611 W Beecher

Organization

217-502-2734

Address

Jacksonville,

IL

62650

Telephone Number


12/20/2025

City

State

Zip

Date of Request



Signature(s) of Requester(s)

12/20/2025

Date

Staff Instructions:

1. If this request was received in another form, attach the document to this completed form.
2. Calculate copy fee. Records must be approved for release and any copy fees paid in advance of duplication.
3. Submit to Superintendent

Record Description <i>(Please be specific)</i>	Copy Requested	Copy Fee *	To be mailed	To be picked up
1. See Attached				
2.				
3.				
Total Fee:				