

Dear **FOIA Officer**,

Pursuant to **Illinois Freedom of Information Act (FOIA) – 5 ILCS 140/1 et seq.**, I am requesting copies of the most current existing records listing all active employees within your school or district. To ensure our records remain accurate, we are requesting the latest version currently on file that includes the following fields:

- **Full Name**
- **Title/Position**
- **Work Email Address**
- **Work Location** (School Name or Central Office)

Please note: we are **not** asking the district to create new documents, compile data, or generate reports. We are only seeking copies of records that already exist in your custody.

If available, please provide the records in **electronic format** (Excel, CSV, or PDF preferred). If updates, additions, or changes have occurred since your last response, we would appreciate receiving the most recent version currently maintained.

If clarification is needed, I am happy to assist. If the records are maintained in a different format, please let me know.

This request is **not intended for commercial use**, but solely to help maintain accurate and current public records.

If you are not the appropriate person to process this request, kindly let me know or forward it to the correct contact.

Thank you for your time and assistance.

Sincerely,

**CT Mills**

984-303-8215