FOIA REQUEST #1 – FIVE-YEAR SYSTEMIC 504, DISCIPLINE, SAFETY, ATTENDANCE & EQUITY DATA
Illinois Freedom of Information Act (5 ILCS 140)

Date: November 25, 2025

To:
FOIA Officer
Summit Hill School District 161
20100 South Spruce Drive
Frankfort, IL 60423
FOIAOfficer@summithill.org

From:
Kelly Plunkett
18636 W. Creek Drive
Tinley Park, IL 60477
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720-527-6674

Re: FOIA Request – Five Years of Districtwide, Building-Level, Disability-Group, and Age-Relevant Data
School Years 2020–2021 through 2025–2026 (to date)

Dear FOIA Officer:
Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, I request the aggregated, de-identified datasets described below.

I. Mandatory Compliance Instructions
 A. The District must respond to each line item individually.
 B. If the District does not maintain data in the exact form requested, it must produce the nearest equivalent data actually maintained.
 C. If any portion of any item is withheld, the District must provide the specific statutory exemption, the factual basis supporting the exemption, and the portion withheld.
 D. All responsive records must be produced in machine-readable electronic formats, specifically CSV or Excel. Text-searchable PDF may be used only where no other digital format exists.
 E. For each section, the District must produce all aggregated counts, summaries, reports, logs, dashboards, internal analyses, or nearest-equivalent aggregated documentation maintained.

 *No student-identifying information is requested or required.

II. Student Population Baselines
 For each school year, provide:
  1. Total student enrollment districtwide, by building, and at Walker Intermediate.
  2. Total number of students in each of the following categories: Section 504, IEP, MTSS Tier 2, MTSS Tier 3, other documented disability not under 504/IEP, and nondisabled.

3. For each category listed in Section II.A.2, provide distribution by building and by grade level.

III. Section 504 System Oversight and Capacity
1. Oversight Roles
   a. Names and titles of all building-level Section 504 coordinators for each school year.
   b. Name and title of the district-level Section 504 coordinator for each school year.
   c. Identification of all dual-role assignments in each year.
   d. Caseload totals: number of 504 Plans overseen by each coordinator.
2. 504 Evaluations and Plan Activity
   a. Number of initial 504 evaluations initiated.
   b. Number of 504 Plans created.
   c. Number of 504 Plans revised following parent request.
   d. Number of reevaluations conducted.
   e. Average timeline from referral to evaluation to implementation.
3. 504 Implementation Fidelity
   a. Number of reported accommodation implementation failures.
   b. Any fidelity audits, logs, monitoring summaries, or internal reports.
   c. Number of corrective actions issued to staff relating to Section 504 implementation.
   d. Aggregated documentation of staff-reported implementation barriers.
   e. Any nearest-equivalent aggregated documentation maintained by the District.

IV. Discipline, Removals, and Crisis Events
A. Provide districtwide totals, Walker totals, disability-group disaggregation, grade-level disaggregation, and separate aggregated counts for the age-10 cohort for:
1. Total disciplinary incidents.
2. Office referrals, major and minor.
3. Classroom removals.
4. Administrative pull-outs.
5. In-school suspensions.
6. Out-of-school suspensions.
7. Seclusion or restraint incidents, if applicable.
8. Early pick-ups due to behavior.
B. Crisis and Safety Events (apply the same disaggregation as Section IV.A):
1. Crisis team activations.
2. Threat assessments.
3. Safety plans initiated.
4. Emotional dysregulation, panic, shutdown, or comparable regulation-related events.
C. If the District's system attributes incidents to staff, provide aggregated counts by staff member name, as maintained.

V. School Safety Drills, Emergency Responses, and Trauma-Linked Events
A. For each school year, provide districtwide totals, Walker Intermediate totals, and disaggregation by disability group, grade level, and the age-10 cohort where maintained.
B. Provide all aggregated, de-identified records the District maintains relating to building-wide or school-wide safety, emergency, or crisis-response events, including but not limited to:
1. Lockdown drills.

2. Intruder or active-threat drills.
3. Shelter-in-place drills.
4. Evacuation or fire drills.
5. Severe-weather drills.
6. Unplanned lockdowns or building holds.
7. Police-initiated responses.
8. Comparable emergency events.

C. Provide all aggregated counts, summaries, logs, internal reports, dashboards, or nearest-equivalent aggregated documentation relating to:
1. Student distress.
2. Emotional dysregulation.
3. Crisis-team involvement.
4. Early pick-ups.
5. Counseling referrals.
6. Behavior or disciplinary consequences following drills or events.

VI. Bathroom-Related Incidents and Regulation-Related Health Events

For each school year, and with all disaggregations listed above, provide:
1. Total documented bathroom requests.
2. Bathroom delays, denials, or restricted access.
3. Bathroom-related accidents or nurse logs.
4. Instances where bathroom events resulted in discipline or removal.
5. Documentation of somatic symptoms tracked by staff.
6. Any nearest-equivalent logs maintained.

VII. Attendance, Absence Coding, and Flexibility

For each school year, provide districtwide totals, Walker totals, disability-group disaggregation, and age-10 cohort disaggregation for:
1. Total absences.
2. Excused versus unexcused absences.
3. Disability-coded absences.
4. Absences coded as medical, health, parent request, or "other."
5. Students placed on disability-related attendance flexibility.
6. Attendance code overrides or corrections.
7. Absences or leaves coded as mental-health-related, behavioral-health-related, crisis-related, or pending evaluation, including the average number per student by comparator group.
8. Re-entry processes following mental-health or behavioral-health leave.
9. Students placed on temporary modified, reduced-day, or crisis-related schedules.

VIII. MTSS, Interventions, and Counseling Access

For each school year, provide:
1. Number of MTSS Tier 2 interventions.
2. Number of MTSS Tier 3 interventions.
3. Number of disability-identified students receiving interventions.
4. Total documented counseling or SEL minutes.
5. Students participating in Check-In/Check-Out.

6. Crisis-response activations.

IX. Academic Outcomes and Advanced Access
A. Core Academic Outcomes - For each school year, provide districtwide totals, Walker Intermediate totals, and disaggregation by disability group, grade level, and building.
1. Students receiving failing grades in ELA, Math, Science, and Social Studies.
2. Students receiving incomplete grades.
3. Average missing assignment counts in each core subject.
4. Students listed on honor roll, high honor roll, or other advanced recognition lists.

B. For each school year, provide districtwide totals, Walker Intermediate totals, and disaggregation by disability group, grade level, building, and demographic category.
1. Participation counts for advanced, accelerated, honors, enrichment, gifted, or pull-out programs.
2. Eligibility criteria used for placement into advanced, accelerated, enrichment, or gifted programs.
3. Aggregated counts of students identified as advanced, accelerated, enriched, honors, gifted, or otherwise high-achieving by disability category, grade level, building, and demographic category.
4. Transition data showing yearly entries into and exits from advanced, accelerated, enrichment, or gifted programs.
5. Any districtwide equity audits, analyses, internal reviews, or corrective-action reports addressing disparities in access to advanced or enrichment programming.

X. Equity and Access Indicators
A. Participation in tutoring, homework clubs, intervention blocks, or academic support programs.
B. Participation disaggregated by disability group and by building.
C. Any equity audits, analyses, or corrective-action recommendations relating to disability, access, or outcomes.

XI. Section 504 Concerns, Complaints, and Trends
A. Total number of parent-reported Section 504 concerns or complaints districtwide and at Walker.
B. Outcome classifications for each complaint as tracked in aggregate.
C. Any aggregated trend analyses or summaries maintained.

XII. Format of Production
All responsive records shall be produced in CSV or Excel. Searchable PDF may be used only where no electronic format exists. Image-only PDFs are not permitted.

XIII. Statutory Deadlines
A response is due within five business days under 5 ILCS 140/3(d).
Any extension must comply with 5 ILCS 140/3(e) and cite the specific statutory basis.

XIV. Duty to Preserve
The District must preserve all responsive records for the duration of this FOIA request.

Thank you for your attention to this request.

Sincerely,
Kelly Plunkett