

Prairieview-Ogden Community Consolidated School District #197

Freedom of Information Act (FOIA)

Request for Public Records Form

Any person requesting records of the Prairieview-Ogden CCSD #917 under the Freedom of Information Act may make such a request in person at the District Office location at 106 North Vine St. Royal, IL 61871. The request should be made to the Superintendent at the District Office addresses, if the Superintendent is not present, to the District Bookkeeper.

Alternatively, any person may submit a request via U.S. Mail to Victor White – Superintendent or Ms. Debra Harms – bookkeeper. Each request must specify in particular the records requested to be disclosed and copied. All written requests should be addressed to the Prairieview-Ogden CCSD #197 at the address above.

No fee for the first fifty pages if black and white. Then a fee of .15 cents per page . Records may be requested to be sent electronically provided that such records are available in an electronic format.

Name of Person Requesting Records: _____

Date of Request: _____

Specific Description of Records Requested: _____

_____.

Signature of Person Requesting Records: _____

For Office Use Only:

Employee(s) completing Request: _____

Date Request completed: _____

List of materials sent and by what method: _____

_____.