



# EAST MAINE SCHOOL DISTRICT 63

## WRITTEN REQUEST FOR INSPECTION OR COPYING OF PUBLIC RECORDS *In compliance with the Illinois Freedom of Information Act*

This original, signed FOIA form may be presented **in person, mailed, emailed, or faxed** to:

Janet Spector Bishop  
FOIA Officer  
East Maine School District 63  
10150 Dee Road  
Des Plaines, IL 60016  
Fax: (847) 299-9963  
[FOIA@emsd63.org](mailto:FOIA@emsd63.org)

*Please note: the Act does not require that requesters use this form, however it is provided as a convenience.*

Date of request: \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Name of requester: \_\_\_\_\_

Address of requester: \_\_\_\_\_

City/Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Describe in detail below the public records you are requesting (or attach a list).

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Obtain copies (  Electronic  Paper )  Inspect only  
*(Please note that the District is not required to provide copies of documents that are accessible on its public website.)*

Is this request for commercial purposes?  Yes  No  
*(It is a violation of the Freedom of Information Act to knowingly obtain a public record for commercial purposes without indicating that it is for such a purpose, if requested by the public body.)*

The Act permits the District to charge appropriate fees for fulfillment of FOIA requests. Under certain circumstances, a requester may ask for a fee waiver. See reverse for details.

The District will respond to the above request within five business days after the day the request is received unless it invokes one or more reasons for an extension of time provided for in Section 3(d) of the Act.

Signature of requester: \_\_\_\_\_

*For more information, call (847) 299-1900.*



# EAST MAINE SCHOOL DISTRICT 63

## THE DISTRICT AND THE FREEDOM OF INFORMATION ACT

As required by Section 4 of the Act

### REQUESTING PUBLIC RECORDS

To request access to public records, submit the request to the District's FOIA Officer at the District 63 Office, 10150 Dee Road, Des Plaines, IL 60016. This form is available via the District Office, or the District's website at [www.emsd63.org/domain/63](http://www.emsd63.org/domain/63). Call (847) 299-1900 with questions.

### FEES

No fees are charged for the first 50 pages of black and white, letter, or legal-sized copies. After that point, the District is permitted to charge 15¢/page – and it may charge for reproduction costs of large or color copies. For commercial requests, it may also charge for time and labor. Regarding electronic records, the District is permitted to charge the actual cost of CDs, flash drives, etc., and for data megabytes. In certain circumstances, the requester may ask for a fee waiver if the request is "in the public interest." See Section 6 of the Act.

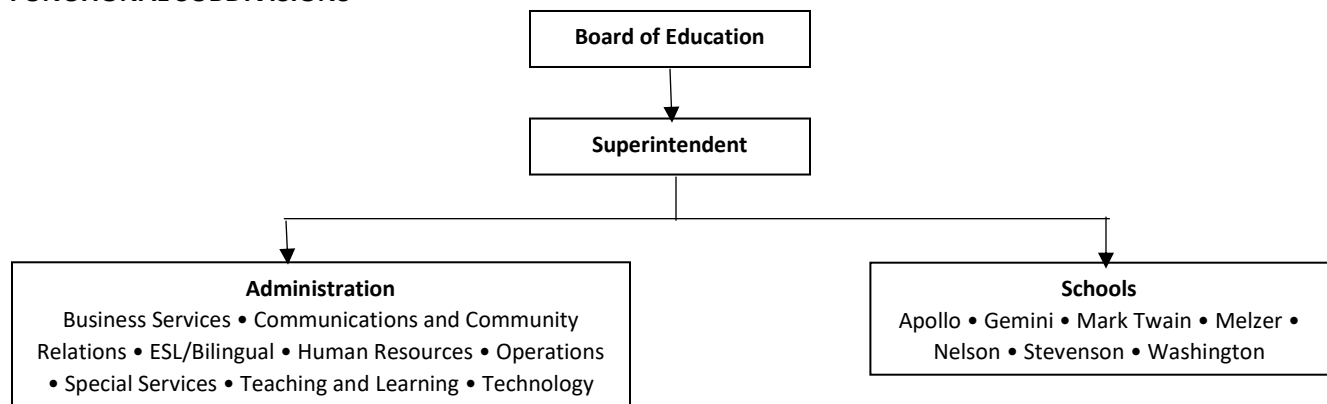
### EAST MAINE DISTRICT 63

East Maine is a public school district in Illinois serving 3,400 PreK-8 students in six elementary schools and one junior high. The District incorporates portions of Des Plaines, Glenview, Morton Grove, Niles, and Park Ridge. A seven-member Board, elected at large by District residents, sets policy and hires/supervises a paid superintendent to carry out these policies and manage day-to-day operations.

### DISTRICT BOARD (as of 2019)

Alexandra Brook, *President* • Tom Simmons, *Vice President* • Katie Anderson • Walter Gluzkin • Janet Kaczowski • Sheila Urban • Krystal Zec

### FUNCTIONAL SUBDIVISIONS



### DISTRICT OFFICES AND SCHOOLS

Dr. Donald C. Stetina Educational Service Center, 10150 Dee Road, Des Plaines, 60016 • Apollo Elementary School, 10100 Dee Road, Des Plaines, 60016 • Gemini Junior High, 8955 Greenwood Avenue, Niles, 60714 • Mark Twain Elementary School, 9401 Hamlin, Niles, 60714 • Melzer Elementary School, 9400 Oriole, Morton Grove, 60053 • Nelson Elementary School, 8901 Ozanam Avenue, Niles, 60714 • Stevenson Elementary School, 9000 Capital Drive, Des Plaines, 60016 • Washington Elementary School, 2710 Golf Road, Glenview, 60025

### DISTRICT EMPLOYEES (as of 2019)

The District has 555 full-time equivalent employees; five part-time employees.

### TOTAL OPERATING BUDGET (Fiscal Year 2018-2019)

The District's total operating budget is \$52.4 million.