

Peoria Public Schools District 150
Request for Records

All requests to inspect and/or to obtain a copy of District records must be made in writing

- Please submit completed requests to:
Teri Dunn, Freedom of Information Officer
Administration Building
3202 N. Wisconsin Ave.
Peoria, IL 61603

OR Email: FOIA@psd150.org
- Fees – For standard black and white copies, the first 50 pages are free. Each additional page is 15 cents. Actual costs will be charged for color copies, abnormal size copies, electronic media, and postage.
- We will respond to your request within five (5) business days.
- More information about our FOIA policy can be found in BOE Policies and Administrative Procedures, which is located on our website, www.psd150.org, under the BOE tab.

Requester Information:

Name of Individual(s) Requesting District Records

Email Address

Address

Telephone Number

City

State

Zip

Date of Request

Requested Record Description: *(Please be specific)*

Is this request for a Commercial Purpose? YES _____ or NO _____

*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the public body.
5 ILCS 140.3.1(c)*

Staff Instructions:

If this request was received:

- a) Via another written form, attach the document to this form and submit to Teri Dunn, Freedom of Information Officer, Administration Building.
- b) Via email, forward the email to Teri Dunn at FOIA@psd150.org