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NORTH DUPAGE SPECIAL EDUCATION COOPERATIVE

Dr. Rita Stevenson-Jacobson  
Executive Director

## **Freedom of Information Act Notice**

### **NDSEC FOIA Officer:**

Dr. Rita Stevenson-Jacobson  
Executive Director  
255 E. Lake Street, Suite 300  
Bloomington, IL 60108  
630-894-0490  
Fax: 630-894-5960  
[rstenenson@ndsec.org](mailto:rstenenson@ndsec.org)

### **Requests:**

Requests for information under the Freedom of Information Act are to be submitted to the FOIA Officer in writing via postal mail, fax, email, or in person at the address listed above. A FOIA request form follows on the next page and is available at the address listed above. It may be used by a citizen making such a request; however, the use of the form is not required.

A response to the FOIA request will be provided to the requestor within five (5) business days from the day the office receives the request. Requests received by mail will be considered received on the business day the mail is received by the office. If a request is sent by email during business hours on a business day, it will be considered being received on that day. If the email is sent after business hours or on a non-business day, it will be considered received on the next business day. Saturdays, Sundays and legal holidays are not counted in the computation of the 5-day response period.

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested.



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FREEDOM OF INFORMATION ACT
Written Request for Cooperative Public Records

All requests to inspect and/or to obtain a copy of a Cooperative record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the Cooperative’s Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

Form with fields: Name of individual(s) requesting Cooperative records, Email address, Address, Telephone number, City, State, Zip, Date of request

Please check if this request of records is being made for a commercial purpose. Section 2 of the Freedom of Information Act states: “Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states: “It is a violation of this 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.”

Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: “Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.”

Please indicate your reason for requesting a fee waiver: \_\_\_\_\_

Check if you are requesting:

Table with 4 columns: Record description (Please be specific), Electronic Copy, Inspection, Copy