



MINOOKA

COMMUNITY HIGH SCHOOL

District #111 mchs.net

*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

FREEDOM OF INFORMATION ACT – GENERAL INFORMATION

Minooka Community High School District #111 is committed to two-way, open, and transparent public communications through any means, including the Illinois Freedom of Information Act (FOIA).

To request public records, documents, and information from Minooka Community High School District #111 through FOIA, please contact Brent Edwards, Director of Community Relations, by email at bedwards@mchs.net or by telephone at (815) 521-4112.

Please note the following important details when submitting a FOIA request:

- All FOIA requests must be made in writing via U.S. mail, fax, or email. Citizens are not required to use an official form to request information through FOIA. However, MCHS District #111 provides an official FOIA request form for the requester's convenience (see page 2 of this document).
- Completed FOIA requests/forms can be:
 - Mailed to Brent Edwards at the MCHS District #111 Administrative Center: 26655 W. Eames Street in Channahon, IL, 60410;
 - Faxed to Brent Edwards at (815) 467-9733, or;
 - Emailed to Brent Edwards at bedwards@mchs.net.
- MCHS District #111 will respond to all FOIA requests within the time required by law. A fee for copying may be charged at allowed by law.

PLEASE NOTE: All completed commercial FOIA requests will be posted on the MCHS District #111 web site.



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FREEDOM OF INFORMATION ACT – REQUEST FOR RECORDS

I hereby request that Minooka Community High School District #111 provide the following records under the Illinois Freedom of Information Act:

Name of Individual Requesting Records: _____

Requester's Address: _____

Requester's Email Address: _____

Requester's Primary Telephone #: _____

Requester's Signature

Date

Minooka Community High School District #111 will respond to all Freedom of Information Act requests within the time period required by law. Please direct all Freedom of Information Act correspondences and questions to the MCHS District #111 FOIA Officer:

- By mail to the MCHS District #111 Administrative Center, which is located at: 26655 W. Eames Street in Channahon, IL, 60410;
- By fax at (815) 467-9733, or;
- By email to Brent Edwards at bedwards@mchs.net

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