

**MARSEILLES ELEMENTARY SCHOOL DISTRICT 150  
201 CHICAGO ST.  
MARSEILLES, IL 61341**

**REQUEST FOR DOCUMENTS  
UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT**

To: Marseilles Elementary School District 150

From: \_\_\_\_\_

The undersigned hereby requests that District 150 provide the following public records:  
(Please be as specific as possible in your request.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This request is made pursuant to the Illinois Freedom of Information Act. I understand that the Act requires the District to provide the first fifty (50) pages at no charge and then the cost for reproducing the records that I am requesting will be fifteen (15) cents per page for each additional page reproduced.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Unless otherwise notified, your request for public records will be complied with within five (5) working days after its receipt.

MES FOIA Officers: Rachael Lauer and Deborah DeGraaf

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Received from Marseilles Elementary School District 150:

By: \_\_\_\_\_

# of Pages: \_\_\_\_\_

Date: \_\_\_\_\_

Total Charges: \_\_\_\_\_