



Where Students Come First

1700 S. O'Plaine Rd, Green Oaks, IL 60048 • (847) 367.4120 • www.ogschool.org

Date and Time Request Received:

Written Request for Records

Name of Individual Requesting Records:

Organization:

Address:

Phone:

Fax:

Email:

Detailed Description of Records Requested:

Requests for a Commercial Purpose

Is the request for a commercial purpose? ____Yes ____No

The Illinois Freedom of Information Act defines “commercial purpose” as “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.” 5 ILCS 140/2(c-10).

ALL REQUESTS FOR INFORMATION SHOULD BE DIRECTED TO THE ONE OF THE
DISTRICT'S FOIA OFFICERS:

Via E-Mail:
Jennifer McBride
mcbride@ogschool.org

Via U.S. Mail or Personal Delivery:
1700 O'Plaine Rd., Green Oaks, IL 60048
Via Fax: (847)996-1402

To be completed by a District FOIA Officer

Date Form received by a FOIA Officer: _____

Form received by: _____

Deadline for response: