

## **Freedom of Information Act**

### **District 161's purpose**

The mission of Summit Hill District 161, in collaboration with the family and the community, is to provide our students with the highest quality educational opportunities in a safe, supportive, and stimulating learning environment which will empower them to become productive global citizens and successful lifelong learners.

### **Description of methods whereby the public may request information and public records**

If you would like to obtain information from District 161, you should submit in writing the information you are seeking. Address the letter to the District Administrative Center c/o the FOIA Officer or e-mail the request to: [FOIAOfficer@summithill.org](mailto:FOIAOfficer@summithill.org)

Please include your name, your address, the date, your e-mail address, and a daytime phone number so that the District can contact you if they have any questions. Describe the information you are seeking with enough detail so that the District can find the requested records.

### **Directory of FOIA Officers**

Julie Stearns, Director of Business Services

### **Address where requests for public records should be directed**

Summit Hill District 161 Administrative Center  
20100 South Spruce Drive  
Frankfort, IL 60423

### **Fees**

For black and white, letter or legal sized copies, the first 50 pages are free. Any additional pages will cost 15 cents a page. For color copies or abnormal size copies, District 161 will charge the actual cost of copying.