

FORM 1

**LANSING ELEMENTARY SCHOOL DISTRICT NO. 158
FREEDOM OF INFORMATION ACT
WRITTEN REQUEST FOR RECORDS**

All requests to inspect/copy District public records must be made in writing. This form is provided for convenience but its use is not required. Please submit all requests to the District's FOIA Officer.

Dear FOIA Officer (or designee):

(I), (We), are hereby requesting that (I) (We)

_____ inspect the following records at the Lansing Elementary School District No. 158
Administrative Office:

_____ receive copies of the following records from the Lansing Elementary School
District No. 158:

I understand that if I request that the records be copied, I will receive the first 50 black and white pages of legal or letter sized copies at no charge, but will be charged:

- * a fee of \$.15 per copy for additional B/W pages of legal or letter sized copies,
- * the actual cost of copying for color or abnormal sized copies, and
- * \$1.00 for each certified record requested.

I understand that I must pay the cost of the copies before the District will provide them to me.

Name(s) of Requesters(s)

Telephone number

Address

Email address

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. If checked, state the specific purpose for the request. _____

