To whom it may concern:

The following request is made under the auspices of the Illinois Freedom of Information Act.

I am in receipt of Mr. Wancket's e-mail dated 02/03/2010. The Illinois State Board of Education (ISBE) stated they do not compile records concerning what exact courses meet approval guidelines (e.g., a list of courses used in approval of persons holding the Director of Special Education) for the Director of Special Education endorsement by transcript evaluation under 23 Illinois Administrative Code 25.365.

As you are no doubt aware, the Illinois Freedom of Information Act also provides for the release of records concerning the administration of laws and rules in the formation of public policy. To assist me in understanding the administrative code and the five areas required for the 30 hour distribution, please furnish me with policies, memos, e-mails, handbooks, procedures, guidelines, and, or other documents, whether electronically or physically based, that ISBE uses or used from January 1, 2005, to February 3, 2010, when evaluating transcripts for the Director of Special Education endorsement. This specifically excludes information concerning completing an approved program. The information will answer the question of precisely how 25.365 is interpreted and applied when used for transcript evaluation by ISBE staff; presumably, the Certification Division of ISBE developed guidelines or similar documents to uniformly apply the administrative code when evaluating transcripts for the granting of the endorsement of Director of Special Education. If there are no documents beyond the administrative rule 23 Illinois Administrative Code 25.365, indicating nothing more than just the plain, ordinary reading of said code, please advise me.

Thank you for your assistance. I trust I will hear from you in a timely manner.

David Coker

Catlin, IL 61817

Sent via BlackBerry from T-Mobile