January 25, 2010

Illinois State Board of Education
100 North 1st Street - Public Affairs
Public Information Division
Springfield, IL 62777-0001

RE: Samland Institute of Allied Health and Technology

Dear Manager:

Pursuant to the rights granted under the FOIA, title 5 of the USC section 552 ("FOIA"), I am requesting the following listed documents/records for the above listed educational institution which is listed to operate within the State of Illinois. The materials are requested solely for a private purpose. These items are needed to provide a better understanding of the activities listed within the school’s informational materials given to the public (which includes me) as advertisement of their educational intent. And to verify the information provided to the public with the materials given to ISBE for operational scope of services. This is significant to disclose the school’s actual performance in reference to their approved application.

I am requesting the following information about the Basic Nurse Assistant Training Program for the school year 2007 – 2008. To include;

1. The completed application for original approval;
2. The renewal and approved application for 2008, if any;
3. The school catalog;
4. Any and all supporting materials/exhibits submitted with the original and renewal application;
5. A list of all vocational and training objectives;
6. A detailed outline of the course to reveal its scope and sequence;
7. A description of the knowledge, skills and understandings a student should acquire upon completion of the training program;
8. Textbook assignments;
9. Explanation of how student academic progress will be evaluated per session;
10. Inventory of instructional equipment, its quantity, and model/kind and present condition;
11. Instructor qualification record and subject title approval;
12. The tuition and refund policy.
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If you regard any of these documents as potentially exempt from the FOIA’s disclosure requirements, I request nonetheless that you exercise your discretion to disclose them. As the FOIA requires, please release all reasonably segregable nonexempt portions of documents. To permit me to reach an intelligent and informed decision whether or not to file an administrative appeal of any denied material, please describe any withheld records (or portions thereof) and explain the basis for your exemption claims.

To expedite the release of the requested documents, please disclose them on an interim basis as they become available to you, without waiting until all the documents have been processed. If you have any questions about the identity of the records, their location, the scope of the request or any other matters, please call me at or email me at lisakelleyinc@msn.com. I look forward to receiving your response within the twenty (20) day statutory time period.

Sincerely,

Ms. Lisa Kelley