June 17, 2010

Via U.S. Mail and Electronic Mail

Freedom of Information Office
Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777-0001
E-mail: FOIA@isbe.net
ATTN: Matt Vanover, FOIA Officer

Re: Request for Information under the Illinois Freedom of Information Act

Dear Mr. Vanover:

This is a request for documents under the Illinois Freedom of Information Act, 5 ILCS 140/1-140/11. We hereby request copies of the following from the Illinois State Board of Education (the “Board”):

1. The current license for Universal Technical Institute – Glendale (“UTI”).

2. Any licensure applications submitted by UTI since July 1, 2007, and if none, the most recently submitted licensure application.

3. Any and all approvals by the Board to UTI, including approvals of programs and locations, since July 1, 2007.

4. Any and all disciplinary actions, including probation, taken by the Board against UTI since July 1, 2007.

5. Any and all catalogs and catalog supplements submitted by UTI to the Board since July 1, 2007.

6. Any and all student complaints filed with the Board concerning UTI since July 1, 2007.

7. Floor plans for each UTI campus location.
8. Annual reports filed by UTI since July 1, 2007, if applicable.

We ask that portions of the requested information be sent to us as soon as they are gathered or become available, instead of being sent upon the satisfaction of all information requests. With respect to any responsive materials maintained by the Board in electronic form, we request that the Board provide such records in an accessible electronic format. In the event that reproducing such records in an electronic format is not feasible, we request that all such materials be reproduced and printed onto standard letter or legal-sized paper and mailed to the above address.

In addition, should any of the above requested records be withheld, please provide a written response identifying the reasons for the denial of the request, and the names and titles or positions of each person responsible for the denial. 5 ILCS 140/9(a).

We are prepared to pay reasonable costs for locating the requested materials and reproducing them. However, we request that the Board contact us prior to reproducing and sending the materials if it expects the fees to exceed $250.00.

If you have any questions regarding this request, please contact me at (202) 872-6778 or sherry.gray@ppsv.com or Brandi Taylor at (202) 349-4286 or brandi.taylor@ppsv.com. As provided by the Illinois Freedom of Information Act, we anticipate a response to this request within seven (7) working days after its receipt. 5 ILCS 140/3(c).

We are sending a copy of this request via regular and electronic mail.

Thank you for your time and attention to this matter. We look forward to receiving your response.

Sincerely,

Sherry Mastrostefano Gray