April 24, 2012

Chandra Sledge

Dear Ms. Sledge:

This letter is in response to your request for information under the Illinois Freedom of Information Act. Your request was received on April 19, 2012.

You have requested “the name, district name, district mailing address, email address and phone number for all Illinois secondary school principals with five years or less experience as a principal, and born during the years 1975–1985 in DuPage, Will, and suburban Cook counties.”

The attached document, 12-332-sledge-doc1.xlsx, provides a list of high school principals born within the years requested.

The additional information you have requested may be accessed through Teacher Service Record data available at http://isbe.net/research/htmls/teacher_service_record.htm.

The most current information available is for the 2010-2011 school year. Open the Excel file labeled “Administrative Staff Only.” The data you seek is listed in several columns:

- Column B - Identifies the Region-County-District-Type Code for each district
- Column C - Identifies the school district name
- Column D - Identifies the district address
- Column P - Identifies staff member’s last name
- Column Q - Identifies staff member’s first name
- Column AF - Identifies an individual’s years of experience in the particular district
- Column AG - Identifies an individual’s years of experience in the state
- Column AP - Indicates position description.

Column AP may be sorted to isolate high school principals. Column B may be sorted to isolate the RCDT codes for the counties you seek. Suburban Cook County RCDT codes start with 05-016, 06-016 and 07-016. DuPage County RCDT codes begin with 19-022, and Will County RCDT codes begin with 56-099.
Once you isolate the list of high school principals you seek, you may access their phone number and e-mail addresses on the attached document, 12-332-sledge.doc2.xls.

Column A can be sorted to isolate district superintendents, public and nonpublic school principals.

Note the following codes:

Dist – district superintendents
Sch - public school principals
NonPubSch - nonpublic school principals

As Amanda Simhauser indicated to you in a phone conversation on April 20, our agency does not collect data on the number of years an individual has served in a specific position at a school.

If you have questions, please contact Amanda Simhauser at (217) 782-4648 or asimhaus@isbe.net.

Sincerely,

Matt Vanover
Director of Public Information

Attachments