August 18, 2011

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

Dear Records Officer:

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140 and seq.

On behalf of the Chicago Tribune, I am requesting an electronic copy of an Excel spreadsheet or similarly formatted document that lists - for each school in Illinois - the percentage of students who were qualified to receive lunches under direct certification.

Direct certification enables children in households that receive Supplemental Nutrition Assistance Program (SNAP) and other public assistance program benefits to be certified to receive school lunches without application, according to the Federal Register.

Specifically, I am seeking a spreadsheet with the following fields:

Rcdt
DistrictName
SchoolName
SiteNumber
Percentage Identified Students or PercentageIdentifiedStudents
*Note: If additional fields are part of an existing spreadsheet, I request those fields as well.

I am requesting the spreadsheet that contains information from April 2011, as well as the most recent spreadsheet ISBE has regarding this information.

If you wish to discuss the formatting of this request, or have any other questions, please give me a call at 312-222-4589.

I look forward to hearing from you in writing within five working days, as required by Act. 5 ILCS 140(3). I ask that you waive all search and duplication fees. If you deny this request, however, and the fees exceed $100, please notify me of the charges before you fill my request so that I may decide whether to pay the fees or appeal your denial of my request for a waiver.
As I am making this request in the capacity of a journalist and this information is of timely value, I will appreciate your communicating with me by telephone or e-mail, rather than by mail, if you have any questions regarding this request.

Sincerely,

Ellen Gabler
Reporter
Chicago Tribune
435 N. Michigan Ave.
Chicago, IL 60611
Phone: 312-222-4589
egabler@tribune.com