February 1, 2012 

Michael McTaggart
Quest Food Management Services, Inc.

Dear Mr. McTaggart:

This letter is in response to your recent request for information under the Illinois Freedom of Information Act (FOIA). Your request was received on Jan. 27.

You have requested “the email addresses of all of the business officials (Business managers, assistant superintendent of finance, assistant superintendent of business, director of finance, director of business services, assistant superintendents of business services, executive directors of business services, etc.) for all of the schools in Illinois.”

Our agency does not maintain a list of contact information for the specific officials requested.

However, our Nutrition Programs division does keep a spreadsheet with contact information and authorized representative data for school districts enrolled in the food program. The division does not track specific business officials but does maintain staff titles as reported on an annual application. The spreadsheet is attached (12-218-mctaggart-doc.xlsx).

Our agency’s list of superintendent and principal email addresses may also be helpful to you. To access the list, go to the following location: http://www.isbe.net/foia/default.htm.

Note the light blue chart titled FY 2012.

The first column is labeled “Log #.”

Scroll down to number 12-124.

The far right column contains a link to an Excel file which contains contact information.

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
Note that Column B contains code numbers for all facilities. The final four digits represent the school number. If the first number in this four digit cluster is 2, it represents an elementary school. A 1 indicates a middle/junior high school. For nonpublic buildings, levels are not indicated.

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

Sincerely,

Matt Vanover
Director of Public Information

Attachment