November 8, 2011

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

Dear Freedom of Information Officer:

The following is a formal request for public records under the Illinois Freedom of Information Act ("FOIA"), 5 ILCS §§ 140/1 et seq.

We request copies of any reports or data that Proviso Township High School District 209 (District 209) and Proviso East High School (PEHS) have provided the Illinois State Board of Education (ISBE) with regards to suspensions and expulsions for the last three school years (2008-09, 2009-10, and 2010-11). This includes, but is not limited to information categorized by age, sex, race, disability, and eligibility for free and reduced lunch, the reason for the referral, and year-end reports. This also includes information submitted by District 209 or PEHS in writing or electronically and used by ISBE in its year-end reports to calculate the numbers of students PEHS and District 209 have suspended and/or expelled. Please note that we are not requesting ISBE’s year-end report on District 209, which we understand is posted on the ISBE website, but rather any reports or data that were submitted to ISBE by the school district.

Please mail the records to the following address:

Loyola University Chicago School of Law
Civitas ChildLaw Clinic
25 East Pearson St
Chicago, IL 60611
Attn: Verity Sandell

We do not seek individually identifiable information. As you know, the Illinois FOIA requires that you make available for inspection and copying all public records, except certain exempt records, within seven working days of receipt of a written request.
If you determine that portions of the requested records are exempt from release, we will expect, as the Act requires, that you delete the material which you believe is exempt and send copies of the remaining non-exempt material within seven working days. Also, if all or any part of this request is denied, please list the specific exemption(s) under the Act on which you rely to withhold the records, and provide the name and address of the individual to whom we may appeal.

We understand that there may be fees associated with this request. Please send us a bill for any fees required as well as the applicable authority for charging them. We do not intend to use these records to further a commercial enterprise.

We look forward to hearing from you in writing within 5 working days, as required by 5 ILCS § 140(3). Please contact us at (312) 915-7940 if you have any questions regarding this request.

Thank you for your assistance.

Sincerely,

Verity Sandell, Senior Law Student
Miranda Johnson, Supervising Attorney