March 6, 2014

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

ATTN: FOIA Request

RE: Request for written records and documents

Dear Mr. Vanover:

Please process this letter as my request for information under the Illinois Freedom of Information Act (5 ILCS 140). The public records that I request to be provided are described as follows:

All records, reports, writings, letters, memoranda, charges, filings, complaints and lawsuits regarding the Special Education Program in District 65, Evanston-Skokie, Cook County, Illinois, having been drafted, prepared, requested, required or received by (from other individuals, organizations or government agencies) or having been possessed or controlled by the Illinois State Board of Education during the 4-year period beginning January 1, 2008 and ending December 31, 2011.

These documents may be emailed or mailed to the undersigned using the information contained above in the letterhead. It would also be acceptable if it is more convenient or less expensive to have the material provided on a disc.

The undersigned agrees to be responsible for any fees or costs currently charged under the FOIA program. Please contact me if there are any questions. Thank you in advance for your cooperation.

Sincerely,

/s/ Michael W. Chance