Nov. 19, 2013

Michael Day

Dear Mr. Day:

This letter is in response to your request for information under the Illinois Freedom of Information Act. Your request was received on Nov. 18, 2013.

You have requested the following information: “1. Records of the teachers by full names and positions for Wilmette school district 39 in the year 2009 as would be seen on your computer system or computer storage, when viewed with legally exempted material redact or papers records. 2. Records of the teachers by names and positions and fields working for Wilmette School District 39, in for the year 2010 as would be seen in your computer system or computer storage, when viewed with legally exempted material redacted or papers records. 3. Records of the teachers by full name and position and fields working in, for Wilmette School District 39 for the year 2011 as would be seen when viewing your computer displays or in when viewing computer storage records with legally exempted material removed or paper record. 4. Records of the teachers by full name and position and fields working in, for Wilmette School District 39 for the year 2012 as seen when viewed on your computers with legally exempted material removed or when viewing those record on computer storage of copies of paper records. 5. Records of the teachers by full name and position and fields working in/for Wilmette School District 39 for the year 2013 as seen while viewing your computers with legally exempted material redacted or while viewing computer storage records, or copies of paper records.6. Records of a list of information that districts are to send by any methods and a record showing those methods, to you yearly concerning their teachers. 7. Include a certified statement the records are true and authentic by some familiar with the records.”

For parts 1 through 4 of your request, the information you seek is available through Teacher Service Record data posted on our website at http://www.isbe.net/research/htmls/teacher_service_record.htm. The most recent data we have available is for the 2011-2012 school year. To isolate a list of teachers working in Wilmette School District 39, open the file labeled “Instructional Staff Only.” The data items you seek are available in the following columns:

- Column C – District name
- Column J – School name
- Columns P and Q – Educator’s last and first name, respectively
- Column AP – Position Description
Column AV – Assignment Description, which may be sorted to isolate accounting.

Please note that for part 5 of your request, data for the 2012-2013 school year should be posted on the site early next year.

For part 6 of your request, responsive documents totaling 200 pages have been located. The duplication cost is $22.50 (150 pages x $0.15 per page). Note that there is no charge for the first 50 pages. Please direct a check to the attention of Amanda Simhauser – made payable to the Illinois State Board of Education. The agency’s FOIA guidelines can be found at the following location: http://www.isbe.net/htmls/foia.htm. These documents are also available electronically. If you would like electronic copies, please send your e-mail address to Ms. Simhauser at asimhaus@isbe.net.

This letter serves as a certified statement that the records provided above are authentic, per part 7 of your request.

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

Sincerely,

Matt Vanover
Director of Public Information