September 19, 2013

Matt Vanover, FOIA Officer
Freedom of Information Office
Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777-0001
Fax: (217) 524-8585
E-mail: FOIA@isbe.net

RE: FREEDOM OF INFORMATION REQUEST

Dear Mr. Vanover:

I am writing to request information in the public domain, pursuant to the Illinois Freedom of Information Act (FOIA), 5 ILCS 140/1, et seq. In accordance with the Illinois FOIA, all records in the custody or possession of a public body are presumed to be open to inspection or copying. If any part of this request is denied, please reference the specific document denied and the statutory authority upon which disclosure is denied.

➢ Any and all written training manuals, reading lists, bibliographies, handouts, guidelines, instructions, sample forms, correspondence, memoranda, online Internet-based resources, including restricted access sites or other instructional documents, provided to the current cadre of ISBE appointed Due Process Hearing Officers, since the time of their appointment to date, including dates, times and locations of conferences and trainings.

➢ Invitation, announcement, registration, expected attendance list, agenda, program, list of presenters / CV’s, sponsors, handouts, collateral materials, including advertisements, giveaways, Power Point presentations, suggested websites, sample forms, procedural guidelines, written informational packets, binders, CD-ROM’s, memory cards / USB flash / zip / thumb drives, etc. to be handed out at the ISBE training for Impartial Due Process Hearing Officers on or about Friday, September 27, 2013 in Chicago.

➢ Position description, roles and responsibilities, annual operating budget, staff, organizational chart, chain of command, scope of authority and evaluation procedures for the ISBE Due Process Coordinator.

Please provide these records in electronic format, if at all possible. I respectfully request a waiver of all fees, pursuant to 5 ILCS 140/6(c), as disclosure of the requested information is in the public interest and likely to contribute to public understanding of the openness and accountability of the Illinois State Due Process Hearings and training of ISBE appointed Impartial Hearing Officers.
This request is not for commercial purposes. I look forward to receiving your reply within the statutory timeline of five (5) business days. This request is being sent today, via E-mail and Fax, and will have been received by you, in your official capacity as the designated FOIA Officer for the Illinois State Board of Education. Beforehand, thank you for your thoughtful attention and consideration of this matter.

Respectfully,

[Redacted]

Heriberto López Alberola, J.D.