Dear FOIA Officer Matt Vanover:

In accordance with the Illinois Freedom of Information Act (5 ILCS 140), WUIS I am asking your office to provide access to, or copies of procedures outlining the steps and guidelines to the approval of “Request For Authorization To Employ Teacher In Position Otherwise Unfilled” application.

If you claim any portion of the above public records to be exempt from disclosure under 5 ILCS 140, in writing please (i) identify which portion(s) you claim are exempt and the statutory provision(s) you contend apply; (ii) reasons for your conclusion that such portion(s) are exempt; and (iii) release the remainder of such records, redacting only the portion or portions you claim are exempt.

Please do not include my name or contact information on any website postings of FOIA requests.

Sincerely,