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**VIA ELECTRONIC MAIL ONLY**

Megan Griffin, FOIA Coordinator  
Illinois State Board of Education  
Freedom of Information Office  
100 North First Street  
Springfield, Illinois 62777-0001  
E-mail: [FOIA@isbe.net](mailto:FOIA@isbe.net)

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**Re: Illinois Freedom of Information Act Request**

Dear Ms. Griffin,

Please consider this correspondence a formal request for documents in possession of the Illinois State Board of Education ("ISBE") pursuant to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/1 *et seq.* Pursuant to 5 ILCS 140/1.2, 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 legal basis upon which disclosure is being denied. Please provide the following:

1. Any current or proposed procedures, policies, standards, guidelines or practices, whether or not intended for public distribution, regarding ISBE's assignment of impartial due process hearing officers when due process hearing requests are filed in separate matters involving the same student; and
2. Any current or proposed procedures, policies, standards, guidelines or practices, whether or not intended for public distribution, regarding the protocol to be followed by an impartial due process hearing officer when considering whether to consolidate pending due process requests on separate matters involving the same student.

The principal purpose for this information request is to protect the health, safety, welfare and legal rights of the general public. These requests for information are not for the purpose of personal or commercial benefit. Accordingly, pursuant to 5 ILCS 140/6(c), we request a waiver of any copying fees. Please be aware that FOIA requests require a response within five (5) business days of your receipt. We look forward to your timely compliance, since this correspondence is being received by you today by electronic mail.

Sincerely,

  
Neal Takiff

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