

Jacksonville School District #117  
516 Jordan Street  
Jacksonville, IL 62650  
217-243-9411

Policy 2:250-E1

**FOIA - Written Request for District Records**

All requests to inspect and/or to obtain a copy of District records must be made in writing. Please submit the following completed request to the Superintendent.

Dear Superintendent,

I/We are hereby requesting that I/We:

           Inspect the following records in the District's Administrative office

  ✓   Receive copies of the following records (Please indicate mail, fax or personal pickup)

<u>DEE A. EMMONS</u>			<u>IEA</u>
Name of Individual(s) Requesting District Records			Organization
<u>116 WEST LAFAYETTE</u>			<u>217-322-2101</u>
Address			Telephone Number
<u>RUSHVILLE</u>	<u>IL</u>	<u>62681</u>	<u>26 June 2017</u>
City	State	Zip	Date of Request

Dee A. Emmons  
Signature(s) of Requester(s)

26 June 2017  
Date

**Staff Instructions:**

1. If this request was received in another form, attach the document to this completed form.
2. Calculate copy fee. Records must be approved for release and any copy fees paid in advance of duplication.
3. Submit to Superintendent

Record Description (Please be specific)	Copy Requested	Copy Fee *	To be mailed	To be picked up
1. <u>see attached document</u>				
2.				
3.				
Total Fee:				



26 June 2017

Under the Freedom of Information Act, I am requesting the following documents for the past five (5) years:

1. A copy of notification of insurance benefits for any JISPA employees who have resigned before the beginning of the next school year.
2. A dated resignation letter for any JISPA employees who have resigned before the beginning of the next school year.
3. All correspondence with the health insurance company, or representative, notifying them of the cancellation of premiums for any JISPA employees who have resigned before the beginning of the next school year.

*Dee A. Emmons*

UniServ Director, IEANEA  
Rushville Office  
Region 12 and Service Area J

