



# e-BLACKBOARD

SEPTEMBER 9, 2008

SCARIANO, HIMES & PETRARCA

## MEMORANDUM

### IMMEDIATE ATTENTION REQUIRED

TO: SCHOOL DISTRICTS  
FROM: SCARIANO, HIMES AND PETRARCA, CHTD.  
DATE: SEPTEMBER 9, 2008  
RE: ILLINOIS POLICY INSTITUTE FREEDOM OF INFORMATION ACT REQUEST

By now, many school districts across the Chicago metropolitan area have received a Freedom of Information Act ("FOIA") request for records from the Illinois Policy Institute. The request seeks, among other things, records pertaining to private providers of various services to the school district. Much of the information sought is exempt from disclosure under the FOIA since it involves the creation of a new record. Nonetheless, the FOIA requires the school district, as a public body, to respond to a FOIA request within seven (7) working days of receipt of the request. Your response must indicate what information is exempt, what information will be furnished, and how that information will be made available. Additionally, if the District denies the request, the response must indicate the basis for that denial.

We have prepared a draft response to the request which can be personalized to address the records information your district has which are relevant to the Illinois Policy Institute request. If you desire assistance in responding to the Illinois Policy Institute FOIA request, please contact the attorney with whom you normally work.

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The information herein was prepared by Scariano, Himes and Petrarca, Chtd. to provide general guidance on issues affecting educators. This publication is not intended to provide specific legal advice or to create an attorney-client relationship. We are pleased to provide legal assistance to you on the subjects addressed in this communication or on other subjects. Reproduction is permitted with credit to Scariano, Himes & Petrarca, Chtd.

Scariano, Himes and Petrarca, Chtd., represents more than 100 school districts, special education cooperatives and vocational education cooperatives. Our attorneys have expertise in all areas of education law and practice in three locations to more readily serve our clients:

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