



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT # 111

Mission: To inspire and motivate our students with an educational experience that leads to achievement and success.

FREEDOM OF INFORMATION ACT – GENERAL INFORMATION

Minooka Community High School District #111 is committed to two-way, open, and transparent public communications through any means, including the Illinois Freedom of Information Act (FOIA).

To request public records, documents, and information from Minooka Community High School District #111 through FOIA, please contact Beth Claypool, MCHS District #111 Bookkeeper, by email at bclaypool@mchs.net or by telephone at (815) 521-4307.

Please note the following important details when submitting a FOIA request:

- All FOIA requests must be made in writing via U.S. mail, fax, or email. Citizens are not required to use an official form to request information through FOIA. However, MCHS District #111 provides an official FOIA request form for the requester's convenience (see page 2 of this document).
- Completed FOIA requests/forms can be:
 - Mailed to Beth Claypool at the MCHS District #111 Administrative Center, which is located at 26655 W. Eames Street in Channahon, IL, 60410;
 - Faxed to Beth Claypool at (815) 467-9733, or;
 - Emailed to Beth Claypool at bclaypool@mchs.net.
- MCHS District #111 will respond to all FOIA requests within the time required by law. A fee for copying may be charged at allowed by law.

**PLEASE NOTE: All completed commercial FOIA requests
will be posted on the MCHS District #111 web site.**



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT # 111

Mission: To inspire and motivate our students with an educational experience that leads to achievement and success.

FREEDOM OF INFORMATION ACT – REQUEST FOR RECORDS

I hereby request that Minooka Community High School District #111 provide the following records under the Illinois Freedom of Information Act:

Name of Individual Requesting Records: _____

Requester's Address: _____

Requester's Email Address: _____

Requester's Primary Telephone #: _____

Requester's Signature

Date

Minooka Community High School District #111 will respond to all Freedom of Information Act requests within the time period required by law. Please direct all Freedom of Information Act correspondences and questions to the MCHS District #111 FOIA Officer:

- By mail to the MCHS District #111 Administrative Center, which is located at 26655 W. Eames Street in Channahon, IL, 60410;
- By fax at (815) 467-9733, or;
- By email to Beth Claypool at bclaypool@mchs.net.

**PLEASE NOTE: All completed commercial FOIA requests
will be posted on the MCHS District #111 web site.**
