DISTRICT #519
REQUEST FOR PUBLIC RECORDS

To: President’s Office
Highland Community College
2998 West Pearl City Road
Freeport, IL 61032
VOICE (815) 599.3514
FAX (815) 599.3639

From: _____________________________________
Name

______________________________________
Address

______________________________________
Phone

______________________________________
Signature

The Illinois Freedom of Information Act “…is not intended to be used…for the purpose of furthering commercial enterprise.” (5 ILCS 140/1, Section 1) By signing the line above, you agree that the information you are requesting will not be used to further commercial enterprise.

DESCRIPTION OF REQUESTED RECORDS:

Please indicate if you wish to inspect the above described records or desire a copy of them:

_____ Inspection    _____ Copy

For HCC Use Only

Date Received: _____________________________________

Date forwarded to Community Relations Office: _____________________________________

Date forwarded to Attorney, if appropriate: _____________________________________

Required date of response by CR Office: _____________________________________

Copier number assigned for copies made: _____________________________________

Date information received in CR Office: _____________________________________

Date CR Office notified person requesting information: _____________________________________

Date information sent/picked up: _____________________________________

6/05