

# PTHS DISTRICT 209 REQUEST TO INSPECT RECORDS

To: **Proviso Township High Schools District 209 Superintendent's Office**  
**Attn: FOIA Compliance Officer**  
**8601 West Roosevelt Road**  
**Forest Park, IL 60130**



I, \_\_\_\_\_,  
*(Print or type the name and address of requester)*

hereby request the opportunity to (circle appropriate term(s)):

- a) inspect
- or
- b) copy the following record(s). Please describe record(s) precisely:

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I also request that a copy of the following record be certified. Please describe record:

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I understand that I shall be charged 15 cents per page over the first 50 pages. I further understand that these records are not to be used to further a commercial enterprise.

\_\_\_\_\_  
Signature of requesting individual

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date of request submitted

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
City, State, Zip

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## **DO NOT WRITE IN THIS SPACE**

Date request received by Compliance Officer: \_\_\_\_\_

Compliance Officer Signature: \_\_\_\_\_

**(This form is not a required document. You may also submit a written or typed letter to the Superintendent's Office)**