

**Rochelle Elementary School
District 231
1401 E. Flagg Rd
Rochelle, IL 61068**

Jason M. Harper
Superintendent

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Notice of Procedures for Requesting Records

Requests for public records must be in writing and may be submitted on FOIA Form 3, available at:

District Office 231
1401 E Flagg Rd.
Rochelle, IL 61068
www.d231.rochelle.net

Requests for records should be directed to:

FOIA Officer D231
1401 E Flagg Rd
Rochelle, IL 61068

Phone: 1-815-562-6363
email: foia@d231.rochelle.net

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested. After the first 50 pages, the fee for black and white, letter or legal sized copies shall be 15 cents per page. Actual cost will be charged for other documents not of standard size and for the recording medium (eg. CD, tape, DVD). The district may waive or reduce fees if the person requesting the records states a specific purpose for the request and indicates that a waiver or reduction of fees is in the public interest.