

**WEST NORTHFIELD SCHOOL DISTRICT NO. 68**  
**GUIDE TO FREEDOM OF INFORMATION ACT**  
*Effective January 1, 2010*

**Organizational Chart:** (See separate web link on District 31 website)

**Operating Budget 2009-2010:** \$14,109,305

**Employees:** Part-time – 32  
Full-time – 123

**District Offices:**

West Northfield School District 31  
Administrative Offices  
3131 North Techny Road  
Northbrook, IL 60062

Henry Winkelman School  
1919 Landwehr Road  
Glenview, IL 60026

Field Middle School  
2055 Techny Road  
Northbrook, IL 60062

**Requests for Information:**

A request for information must be in writing and may be submitted to a Freedom of Information Act (“FOIA”) Officer via personal delivery, mail, facsimile or by e-mail. The District will not honor verbal requests for information.

The District has a Freedom of Information Act Request Form available for use by the public. This form is not required when making a FOIA request, however; the use of this form will assist the District’s FOIA Officer with understanding the information you are seeking.

When making a FOIA request, if you can not identify the requested records by the same name the District uses, it is important to include a thorough description of the information being sought. Additionally, please specify whether or not the records are requested for a commercial purpose. No additional information is required regarding the purpose of the request unless you are seeking a waiver of fees (see Waiver of Fees section below.)

All requests for information, inspection and copying will immediately be forwarded to one of the District’s FOIA officers as follows:

Cheryl S. Roberts  
West Northfield District No. 31  
3131 Techny Road  
Northbrook, Illinois 60062  
847-272-6880 847-272-4818 (Fax)  
[croberts@district31.net](mailto:croberts@district31.net)

or

Dr. Alexandra Nicholson  
West Northfield District No. 31  
3131 Techny Road  
Northbrook, Illinois 60062  
847-272-6880 847-272-4818 (Fax)  
[anicholson@district31.net](mailto:anicholson@district31.net)

**Fee Schedule:**

Black and White Paper Copies: Pages 1-50 of black and white, letter size (8 ½ x 11) or legal size (8 ½ x 14) copies are provided without charge. Additional pages thereafter will be charged \$0.15 per page.

Color Paper Copies: Color copies will be charged at the actual cost of reproducing the records.

Certification: Certification of a record will cost \$1.00.

Postage: Postage will be charged for documents sent via US mail.

Electronic Copies: For electronic copies, the District will charge the actual cost of any recording medium (disc, diskette, tape, etc.).

**Waiver of Fees:**

A FOIA Officer may waive the cost of reproduction of records, if the requester states the specific purpose for the request and indicates that a waiver or reduction of the fee is to access and disseminate information regarding health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.