



# INDIAN PRAIRIE SCHOOL DISTRICT

**Indian Prairie Community Unit School District 204**

**291-E2**

## APPENDIX B

Date:

Dear Sir or Madam:

We are in receipt of your request for public records dated \_\_\_\_\_, 19\_\_\_\_, wherein you asked to examine or copy the following records:

These records consist of a total of \_\_\_\_\_ pages. The actual cost to the District for copying records is \$.\_\_\_\_ per page for 8 1/2" x 11" copies, \$.\_\_\_\_ per page for 8 1/2" x 14" copies, and \$.\_\_\_\_ per page for 11" x 17" computer printouts that require reduction and printing on an offset press, or a total cost of \$\_\_\_\_\_ for the records you requested. In addition, there is a charge of \$.\_\_\_\_ per page for the cost of certifying such records. You may pay the total charge of \$\_\_\_\_\_ when you pick up the records, which will be available at the School District 204 Administrative Office on \_\_\_\_\_, 19\_\_\_\_\_.

If you should have any questions regarding the content of this correspondence, please contact the School District 204 Administrative Office for assistance.

Very truly yours,  
School District 204

By: \_

Title: \_

P R E P A R I N G   A L L   S T U D E N T S   T O   S U C C E E D

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