



# INDIAN PRAIRIE SCHOOL DISTRICT

**Indian Prairie Community Unit School District 204**

**291-E3**

## APPENDIX C

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:

We regret to inform you that School District 204 will be unable to grant your request, or the portion thereof that has been omitted or deleted, for the following reason:

The person or persons responsible for the decision to deny your request and their official titles or positions are set forth below:

NAME	TITLE OR POSITION
-	-
-	-

You are hereby further notified that you have the right to appeal this decision to the Superintendent of Schools who, under the Illinois Freedom of Information Act, will make a decision either to affirm the denial of disclosure or to allow disclosure within seven (7) working days after you file a notice of appeal. Such notice of appeal must be filed within thirty (30) days of your receipt of this letter. If the decision to deny your request for disclosure was made by the Superintendent of Schools, you have the right to appeal his or her decision to the Circuit Court of this County under Section 11 of the Illinois Freedom of Information Act.

If you 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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