

**Rochelle Elementary School
DISTRICT 231
444 NORTH EIGHTH STREET
ROCHELLE, ILLINOIS 61068**

Todd Prusator
Superintendent

Phone 815/562-6363
FAX 815/562-5500
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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
Central School
444 North Eighth Street
Rochelle, Illinois 61068
www.d231.rochelle.net

Requests for records should be directed to:

Todd Prusator, Superintendent/FOIA officer - or
Joanna Sharp, Director of Instructional Services/FOIA officer
444 North Eighth Street
Rochelle, Illinois 61068
Phone: 1-815-562-6363
Email: tprusator@d231.rochelle.net
Or dmcbride@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 (e.g. compact disk, 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.