

1301 W. Cossitt LaGrange, IL 60525  
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www.ladse.org

Dr. Sheri Wernsing  
Executive Director

### PROCEDURES FOR FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

Requests made under the Illinois Freedom of Information Act (FOIA) to review or obtain copies of public records held by LaGrange Area Department of Special Education are to be submitted in writing to:

Lois Miller  
Chief FOIA Officer  
LADSE  
1301 W. Cossitt Avenue  
LaGrange, IL 60525

Written requests may also be faxed or e-mailed to the Chief FOIA Officer at:

Fax Number: 708-354-0733  
E-mail: [lmiller@ladse.org](mailto:lmiller@ladse.org)

To simplify the process, requests may be (but are not required to be) submitted on the attached form, which is also available on the LADSE web site at: [www.ladse.org](http://www.ladse.org)

The Deputy FOIA Officer is Marc Sgro. He is located at the same address, phone number, fax number. Marc's e-mail address is [msgro@ladse.org](mailto:msgro@ladse.org). The Deputy FOIA Officer will respond in the event the Chief FOIA Officer is unavailable.

Fees for copies made will be charged as follows:

First 50 pages of black and white, letter or legal sized copies	No Charge
Additional black and white pages after the first 50 pages	15 cents per page
All color copies (including the first 50)	cost of reproduction
All copies on paper sizes other than letter and legal sized	cost of reproduction

An invoice will be issued and payment is to be made payable to LADSE at time or delivery of documents.

For questions related to FOIA requests, please call 708-354-5730 to speak to the FOIA Officer.

#### Supporting education for all children in the community school districts:

53 Butler	94 Komarek	102 LaGrange	107 Pleasantdale
61 Darien	95 Brookfield-LaGrange Park	103 Lyons	86 Hinsdale Township High School
62 Gower	96 Riverside	105 LaGrange South	204 Lyons Township High School
92 ½ Westchester	101 Western Springs	106 LaGrange Highlands	208 Riverside Brookfield High School