

LAGRANGE AREA DEPARTMENT OF SPECIAL EDUCATION
1301 West Cossitt Avenue, LaGrange, IL 60525
708-354-5730

It is the policy of LADSE's Directing Board to make its public records available for inspection during normal business hours Monday through Friday, except on holidays. Records may be inspected and copied at LADSE's Administration Center. All requests for records should be in writing and addressed to the Chief FOIA Officer as follows:

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

LADSE will provide the first 50 pages of black and white letter- or legal-sized copies at no charge. Additional copies black and white copies will be provided for a fee of 15 cents per page. All color copies or copies on paper sizes other than letter or legal size will be provided a fee based on the actual cost for reproducing records and does not include the cost of any search for and review of records or personnel costs associated with finding or reproducing records. Documents shall be furnished without charge or at a reduced charge where LADSE determines that waiver or reduction is in the public interest. When an individual requests to inspect documents, they will be notified of the time at which they will be available to be viewed. Such documents shall be held at LADSE for a period of 3 business days after the schedule viewing date. If the requestor is unable to review the documents within this time period, he/she must call the FOIA officer to arrange an alternate date for review. If the requestor does not come to LADSE during the four-day time period, or fails to request an extension of time, a new FOIA request must be initiated.

As required by the Illinois Freedom of Information Act, below is a list of the types and categories of records maintained by LADSE.

ADMINISTRATION/EXECUTIVE DIRECTOR'S OFFICE

LADSE Mission, Vision, Beliefs
Administrative Memoranda
Directing Board Correspondence
Directing Board Meeting Agendas & Minutes
Directing Board Committee Meeting Agendas and Minutes
Directing Board Meeting Dates
Directing Board Policies and Administrative Procedures
Description of LADSE
LADSE Program Informational Brochures
LADSE Organizational Chart
Access to Public Records Procedures
Freedom of Information Act Requests

BUSINESS SERVICES OFFICE

Audits
Bills
Budgets
Contracts
Grants
Insurance
Inventory
Revenues

HUMAN RESOURCES OFFICE

Agreement between the LaGrange Area Department of Special Education Association (LADSE-A) and the Directing Board
Job Descriptions
Salary Schedules
Staff Rosters
Teacher Evaluation Plan
Employee Handbooks
Discipline List
Seniority List

RECORDS THAT ARE IMMEDIATELY AVAILABLE UPON REQUEST

Adopted Budget
Approved Directing Board Meeting Minutes
Directing Board Meeting Dates
Description of LADSE
LADSE Member Districts/Directing Board Members
Access to Public Records Procedures
LADSE Program Informational Brochures
LADSE Organizational Chart