



Perspectives Charter Schools FOIA Procedures

The following are instructions on how to file a Freedom of Information Act (FOIA) request with Perspectives Charter Schools:

1. Please make your request for records in writing. Perspectives Charter Schools does not require the completion of a standard form for this purpose. You may submit your written request by mail, fax or e-mail. Please direct your request to:

FOIA Officer – Deborah Stevens
Perspectives Charter Schools
1530 South State Street – 2nd Fl.
Chicago, IL 60605
E-mail: dstevens@pcsedu.org

2. Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a responding entity to answer questions. You are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.
3. There is no fee for up to 50 pages of standard black and white paper copies. For pages beyond 50, there is a .15-cent-per-page charge. If Perspectives provides copies in color or in a size other than letter or legal, the fee may not be more than its actual cost for reproducing the records.
4. You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: "I request a waiver of all fees associated with this request because my request is in the public interest." In addition, you must include a specific explanation as to why your request for information is in the public interest—not simply your personal interest—and merits a fee waiver.
5. Please include your name, preferred telephone number(s), mailing address, and, if you wish, your electronic mail address.
6. If a voluminous request is for electronic records and the responsive records are:
Not in a portable document format (PDF), Perspectives charges up to \$20 for not more than 2 megabytes of data, up to \$40 for more than 2 but not more than 4 megabytes of data, and up to \$100 for more than 4 megabytes of data. In a PDF, Perspectives charges up to \$20 for not more than 80 megabytes of data, up to \$40 for more than 80 megabytes but not more than 160 megabytes of data, and up to \$100 for more than 160 megabytes of data. In both a PDF and not in a PDF, Perspectives separates the fees and charges the requester under both fee scales. If the request is for a commercial

purpose or is a voluminous request, the costs of search for and review of the records or other personnel costs associated with reproducing the records may be included in the fee calculation. 5 ILCS 140/6(a). Additionally, Perspectives may charge the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract.