

## SAMPLE FOIA REQUEST LETTER

To: Sandy Sims, FOIA officer SD 1010

From: Mary Jones, 612 Democracy Street, Mytown II

Organization: Self

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This is a FOIA request. Please produce the following documents.

1. Documents sufficient to identify any required reading materials for history, government and English classes, including text books.
2. Documents sufficient to identify or describe any training programs and materials relating to the CULTURALLY RESPONSIVE TEACHING AND LEADING STANDARDS FOR ALL ILLINOIS EDUCATORS mandate, in <https://www.isbe.net/Documents/23-24RG-P.pdf>. Without limitation, this request seeks documents that identify the funding sources for any such training, the providers for any such training and any materials that describe the substance, content or curriculum for any such training, such as described in <https://www.isbe.net/Documents/CRTL.pdf>
3. Documents sufficient to describe any role that the CARE team may plan in the implementation of any CRT in District 1010

Sincerely,

Mary Jones

1 S Main

Middletown, IL