July 2, 2013

RECORDS REQUEST

Dear Records Request Officer:
Pursuant to the State Freedom of Information Act (5 ILCS 140/),

1. Provide a list or record(s) of all grant documents for the Chicago Public Schools or Chicago Board of Education application for the Illinois State Board of Education Grant: Truancy Alternative Education Options Program for Fiscal Years 2011, 2012, 2013 and 2014.

Please produce the requested record(s) to Dr. John Kugler, Substance Reporter, 3701 S. Winchester Ave, Chicago, IL 60609. If the requested record(s) cannot be produced within five (5) working days, please notify us in writing of the reason(s) for the delay and the date by which the requested record(s) will be available. It is preferred that all the documents be in unlocked electronic files.

If you do not understand this request, or any portion thereof, or if you feel you require clarification of this request, or any portion thereof, please contact me at [contact information]

Thank you for your attention to this matter.

Sincerely,

John Kugler, Reporter
Substance News
http://www.substancenews.net/
[contact information] cell/text