

Lincoln-Way High School District 210

1801 E. Lincoln Highway, New Lenox, IL 60451

www.lw210.org

Designated FOIA Officer

Mr. Ron Sawin, Assistant Superintendent

All written Freedom of Information Act (FOIA) requests should be directed to Dr. Lawrence A. Wyllie, Superintendent, at 1801 E. Lincoln Highway, New Lenox, IL. 60451. Electronic requests should be directed to Ron Sawin at rsawin@lw210.org. Requests via fax to 815-462-2519.

Information on how to submit a FOIA:

A brief form for written FOIA requests is available at the superintendent's office or an electronic version is available on the district's website at lw210.org.

Include a brief description of the office, including its purpose, budget and number of employees:

Purpose: The superintendent is hired by and serves as chief executive officer to the Board of Education. It is his responsibility to provide creative, dynamic and effective leadership and secure maximum educational opportunities for children by constantly striving to improve the quality of instruction. The superintendent endeavors to obtain and develop the most competent staff to carry out the schools' purposes. He provides leadership in securing and managing funds and facilities needed for an effective instructional program. He encourages and maintains communication between the school district and the community.

Budget: 2010-2011 school year; \$96,233,584

Number of Employees: Certified – 552; Support – 437

For written FOIA Requests, a sample form is provided on page 2

SCHOOL DISTRICT NO. 210

To:

I hereby request to inspect the following records: (describe with as much particularity as possible)

- I request copies of records.

- I request certification of records.

I recognize that fees will be charged for the copying and certification of records and will pay those fees upon notification thereof and prior to delivery.

Date of Request: _____

Name: _____

Address: _____

Phone Number: _____

Signature: _____