

## **Freedom of Information Act**

Any person in need of information regarding the DeLand-Weldon School District can request the information via the Freedom of Information Act. All requests must be received by the FOIA Officers for the school district.

The district FOIA officers are:

Gary Brashear, Superintendent - Primary FOIA Officer

Kris Fink, Unit Bookkeeper- Secondary FOIA Officer

All requests will be in writing and addressed to the primary FOIA Officer. The requestor is asked to be specific as to the piece of information being requested and to clearly mark the email or envelope "FOIA REQUEST". The school district will respond to the FOIA request in 5 days. The day count will begin the day after it is received in the unit office.

All requests should be sent to:

304 East IL Rt. 10

DeLand, IL 61839

Any questions that you have regarding the FOIA process may be sent to Gary Brashear.