



HIGHLAND COMMUNITY COLLEGE

DISTRICT #519
REQUEST FOR PUBLIC RECORDS

To: President's Office
Highland Community College
2998 West Pearl City Road
Freeport, IL 61032
VOICE (815) 599.3514
FAX (815) 599.3639

From: _____
Name

Address

Phone

Signature

The Illinois Freedom of Information Act "...is not intended to be used...for the purpose of furthering commercial enterprise." (5 ILCS 140/1, Section 1) By signing the line above, you agree that the information you are requesting will not be used to further commercial enterprise.

DESCRIPTION OF REQUESTED RECORDS:

Please indicate if you wish to inspect the above described records or desire a copy of them:

_____ Inspection _____ Copy

For HCC Use Only

Date Received: _____
Date forwarded to Community Relations Office: _____
Date forwarded to Attorney, if appropriate: _____
Required date of response by CR Office: _____
Copier number assigned for copies made: _____
Date information received in CR Office: _____
Date CR Office notified person requesting information: _____
Date information sent/picked up: _____