

# Freedom of Information Act Request

Download, complete and submit form using Adobe Acrobat or use an Internet Explorer browser to complete the form.  
Feel free to print and fax, mail, or email your request.



Name

Address

City, State, Zip

Daytime Phone

Email

Description of the information you are seeking with sufficient detail so that we can find the requested records. Providing as much information as possible in your request may expedite the search process.

Are you requesting records for a commercial purpose?      Yes      No

“Commercial purpose” means the use of any part of a public record or records, or any information derived from public record, in form for sale, resale, or solicitation or advertisement for sales or services. For purposes of definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a “commercial purpose” when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events. (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. IT IS UNLAWFUL TO OBTAIN A PUBLIC RECORD FOR A COMMERCIAL PURPOSE WITHOUT DISCLOSING THAT IT IS FOR A COMMERCIAL PURPOSE.

Are you requesting your own records?      Yes      No

SUBMIT

Are you requesting a fee waiver?      Yes      No

You may submit a written FOIA request by any of the following methods:

1. Click submit to submit this form via email or email to foia@parkland.edu
2. Fax to 217/353-2632
3. Mail or deliver in person to: Christopher Randles, U331  
Parkland College  
2400 W. Bradley Ave.  
Champaign, IL 61821-1899