

## HERRIN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

### DISTRICT RECORDS DIRECTORY 2009-2010

**FOIA** is the **Illinois Freedom of Information Act**. Under the **Illinois Freedom of Information Act**, records in possession of public agencies may be accessed by the public upon oral or written request.

#### **RECORDS MAINTAINED:**

Herrin Community Unit School District maintains the following records:

- . Pupil Education Records
- . Pupil Admission Documents and Personal Information
- . Personnel Records
- . Financial Records
- . Curriculum Policy Documents
- . Non-Curricular Policy Documents

#### **HOW TO SUBMIT A FOIA REQUEST:**

Requests may be submitted orally or in writing to:

**Freedom of Information Officer  
Herrin Community Unit School District No. 4  
500 North Tenth Street  
Herrin Illinois 62948  
Attn: FOIA Request**

**OR**

**Phone: 618-988-8024  
Fax: 618-942-6998**

Once a **FOIA** request is received, the **Illinois Freedom of Information Act** requires agencies to respond within five working days of receipt. (A five-day extension is allowed with written notification to the requester.)

If the requested records are 50 pages, or less, in length, the pages will be copied free of charge. If the records exceed 50 pages, the requestor will be informed of the duplication cost.

**DUPLICATION COSTS:**

**FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS  
(Effective January 1, 2010)**

<b>TYPE OF DUPLICATION</b>	<b>FEE</b>
Paper copy from paper or electronic source, 50 pages or less	No charge
Paper copy from paper or electronic source, 51 pages or more	\$.15/page for all pages copied
Diskette or CD-ROM	No charge
Copy of audio or video material	Cost of tape, disk, etc.

Checks are to be made payable to: **Herrin Community Unit School District No. 4**

**APPEAL PROCESS:**

In the event that part or all of a request is denied by Herrin Community Unit School District No. 4, requesters may appeal the denial to the Attorney General's Public Access Counselor. A notice of appeal may be submitted to:

**Attorney General's Public Access Counselor  
500 South Second Street  
Springfield Illinois 62705  
Attn: FOIA Appeal**

**OR**

**Phone: 217-558-0486  
E-Mail: [PublicAccess@atg.state.il.us](mailto:PublicAccess@atg.state.il.us)**

**SCHOOL DISTRICT INFORMATION DIRECTORY  
2009-2010 SCHOOL YEAR**

Herrin Community Unit School District No. 4 is a school district located in Herrin, Williamson County, Illinois. The District is organized under the laws of the State of Illinois for the purpose of providing its residents with schools for grades K-12 for the education of all eligible persons in the district.

The district operates the following schools:

**NORTH SIDE PRIMARY CENTER**, for grades K-1, located at 601 North 17<sup>th</sup> Street, Herrin, Illinois 62948-1299.

**HERRIN CUSD NO. 4 ELEMENTARY SCHOOL**, for grades 2-5, located at 5200 Herrin Road, Herrin, Illinois 62948.

**HERRIN MIDDLE SCHOOL**, for grades 6-8, located at 700 South 14<sup>th</sup> Street, Herrin, Illinois 62948-3899.

**HERRIN HIGH SCHOOL**, for grades 9-12, located at 700 North 10<sup>th</sup> Street, Herrin, Illinois 62948-3399.

**ADMINISTRATIVE OFFICE, OFFICE OF THE SUPERINTENDENT**, at 500 North 10<sup>th</sup> Street, Herrin, Illinois 62948-3399.

The District is governed by a seven-member Board of Education. The Board's office is located in the Superintendent's Office, 500 North 10<sup>th</sup> Street, Herrin, Illinois 62948-3399. The current members of the Board of Education are:

**Mike Hudson, President**  
**Shawn Whitecotton, Vice-President**  
**Marge Harmon, Secretary**  
**Ron Nesler**  
**Brad Cagle**  
**Kevan Plumlee**  
**Crystal Lukens**

The approximate amount of the operating budget of the District for FY-10 is \$34,369,779.00 in revenue, and \$29,598,679.00 in expense. The District currently employs approximately 253 full and part-time employees.

The block diagram of the functional subdivisions of the School District is shown on the following page.