

HOW TO SUBMIT A FREEDOM OF INFORMATION ACT INFORMATION REQUEST to STARK COUNTY CUSD# 100

The Stark County CUSD #100 Unit Office is the administrative office for Community Unit School District #100. The annual budget for District #100 is located at stark100.com under the menu School Board and the section Compliance Reporting & Documents.

The Unit Office has three (3) employees including the superintendent.

Freedom of Information Act Officer: **Nick Sutton**

- All requests should be submitted in writing to the above named freedom of information act officer: Nick Sutton
- The Written Request should contain:
 1. The date of the request
 2. The name of the requestor
 3. The contact information of the requestor so the information can be sent to the requestor (address, e-mail address if available and phone number in case clarification of the requested information is needed)
 4. A detailed description of the requested information so that the Stark County School District can comply with the request.
 5. The preferred format- e.g. hard copy, electronic, etc... (if available in this format) of the requested information

NOTE: District 100 reserves the right to charge 15 cents per copy after the first 50 copies for requested information.