

**KTJ**

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March 20th, 2020

For any questions or comments you might have regarding this newsletter, please feel free to contact:

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## LEGAL ALERT

### Shelter in Place Notices for Schools

During the pendency of the upcoming Shelter in Place Order, the District will be severely short staffed and those staff will be focused on learning resources, continuation of meals for those in need and other urgent needs and emergencies. As of now, the public still has the right to submit FOIA requests and the timelines are not waived. However, to be proactive with FOIA requestors during this time, below is (1) a notice that can be posted on your public body's website; and (2) an automatic response that can be sent to anyone who submits a FOIA request during the Shelter in Place mandate.

#### NOTICE ON WEBSITE

On March 20, 2020 Illinois Governor J.B. Pritzker issued a Shelter In Place Order, which is effective as of 5:00 p.m., March 21, 2020 to April 7, 2020. Accordingly, all District staff is either unavailable or will be focused on learning resources, continuation of meals for those in need and other urgent needs and emergencies. In light of the foregoing, the District respectfully requests that you consider waiting to submit your FOIA request until after the Shelter In Place Order has been lifted. Alternatively, the District requests that you agree to waive the statutory response deadlines and allow the District to respond to the request as soon as is practicable. If you are agreeable to waiving the response deadlines, please affirmatively state that in your request. In the event you do not choose one of the foregoing options, the District will respond to your request pursuant to state law, which includes the ability to identify and deny a request if it is determined to be unduly burdensome.

Thank you in advance for your understanding and patience during this time.

For any questions or comments you might have regarding this newsletter, please feel free to contact:

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This newsletter is not to be construed as legal advice or a legal opinion under any circumstance. The contents are solely intended for general informative purposes, and the readers of this newsletter are strongly urged to contact their attorney with regard to any concepts discussed herein.

This newsletter may be deemed advertising under the laws of the Supreme Court of Illinois.

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## AUTOMATIC FOIA RESPONSE

Thank you for your Freedom of Information Act request. As you know, on March 20, 2020 Illinois Governor J.B. Pritzker issued a Shelter In Place Order, which is effective March 21, 2020 to April 7, 2020. Accordingly, all District staff is either unavailable or will be focused on learning resources, continuation of meals for those in need and other urgent needs and emergencies. In light of the foregoing, the District respectfully requests that you withdraw your request and renew it once the Shelter In Place Order has been lifted. Alternatively, the District requests that you agree that the time period of five (5) days to respond to your request is waived and that the District will respond to the request as soon as is practicable. In the event you do not choose one of the foregoing options, the District may have no alternative but to deny your request as unduly burdensome, which, as always is evaluated on a case by case basis. If your request is determined to be unduly burdensome, you will receive separate correspondence from the District identifying your request as unduly burdensome and giving you the opportunity to narrow your request.

Thank you in advance for your understanding and patience during this time.