**Section 5000.20 Public Requests**

a) Requests for information should be submitted in writing. The request should include a description of the information requested and the reason for the request. Requests should be directed to:

State Superintendent of Education

Illinois State Board of Education

100 North First Street

Springfield, Illinois 62777

b) When the information requested cannot be provided, the person who made the request will be notified in writing of the reasons therefor.