

**ALLENDALE PUBLIC SCHOOLS**

**FREEDOM OF INFORMATION ACT**

**WRITTEN SUMMARY**

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234, (the “FOIA” or the “Act”) the Allendale Public Schools, (the “[public body]”), issues this written public summary of the following:

How to Submit Written Requests to the [Public Body]

The [public body] requires individuals or entities to submit FOIA requests in writing. FOIA requests may be mailed to the following address:

FOIA Coordinator  
Allendale Public Schools  
10505 Learning Lane  
Allendale, MI 49401

An individual or entity may also make a request in person at the District Office of Allendale Public Schools, or email a request to [coopergar@apsfalcons.net](mailto:coopergar@apsfalcons.net) or fax a request to (616)895-6690.

Please review the following checklist to ensure a timely and accurate response to a request:

- a. Make sure the correspondence is addressed to the “FOIA Coordinator” and includes the proper address and/or fax number.
- b. Clearly state that the request is being made for a public record(s) pursuant to the “Freedom of Information Act” or the “FOIA.”
- c. Describe the public record(s) requested in sufficient detail so that it can be more-easily identified and located.
- d. Describe the subject matter of the public record(s) requested and, if possible, the approximate date that the public record(s) was created.
- e. Clearly state the manner in which you prefer the [public body] to provide the public records, such as: paper copies, non-paper physical media, email, etc. (please note, all requests must be within the technological capabilities of the [public body]).
- f. You can stipulate that public records be provided on nonpaper, physical media, electronically mailed, or otherwise electronically provided in lieu of paper copies. If the requested public records are available on the [name of public body]’s website and the response includes the website address, then any request for paper format or other form, such as electronic form, may result in additional charges.

## How to Understand the [Public Body]'s Written Responses

When the FOIA Coordinator receives a written request for a public record, the FOIA Coordinator, or his or her designee, shall, in not more than five (5) business days after the [public body] receives the request, respond to the request in one of the following ways:

- a. Grant the request.
- b. Issue a written notice to the requestor denying the request.
- c. Grant the request in part and issue a written notice to the requestor denying the request in part.
- d. Issue a written notice extending, for not more than ten (10) business days, the period during which the [public body] shall respond to the request.

## Deposit Requirements

If the estimated cost of responding to a request exceeds \$50.00, the [public body] may require a good faith deposit of 50% to be submitted before the request is processed. Once the good faith deposit is submitted, the [public body] will process the request. The balance of the cost of the request must be paid before copies may be picked up, mailed, or delivered. Good faith deposits and fees charged for responding to FOIA requests may be mailed to the following address:

FOIA Coordinator  
Allendale Public Schools  
10505 Learning Lane  
Allendale, MI 49401

## Fee Calculations

Please review the attached Fee Itemization Form, which provides a line-by-line summary and explanation of the fees that the [public body] may charge in response to a request, pursuant to Section 4 of the Act (MCL 15.234(1)).

## Avenues for Challenge and Appeal

If the requestor believes the fee estimated or charged for the request exceeds the amount permitted under the [public body]'s procedures and guidelines or Section 4 of the Act, the requestor must:

- a. Submit to the Superintendent a written appeal for a fee reduction that specifically states the word "appeal" and identifies why the requestor believes the required fee exceeds the amount permitted under the [public body]'s procedures and guidelines or Section 4 of the Act. If the requestor disagrees with the [public body's] final determination, the requestor may, after exhausting internal administrative remedies, commence a civil action in Circuit Court where Allendale Public Schools are located for a fee reduction. The civil action must be

filed within 45 days of the public body's final determination to deny a request pursuant to Section 10(1)(b) of the Act.

Any written response denying a request for a public record, in whole or in part, is a final determination to deny the request or portion of that request. A requestor may file an appeal with the Board of Education or may seek judicial review of the denial, pursuant to Section 10 of the Act (MCL 15.240). A requestor may receive attorneys' fees and damages pursuant to the Act if the Court determines that the [public body] has not complied with Section 5 (MCL 15.235) of the Act and orders the disclosure of all or a portion of a public record.

Adopted May 11, 2015