

## **How to Submit a FOIA Request:**

To access information from Union Ridge School District 86 please submit a written request by FAX, US mail, in person, or email to the attention of District FOIA Officer Michael Maguire or Christine Martin.

Email: [mmaguire@urs86.org](mailto:mmaguire@urs86.org) or [cmartin@urs86.org](mailto:cmartin@urs86.org)

Union Ridge School District 86  
ATTN: FOIA Request  
4600 N. Oak Park Avenue  
Harwood Heights, IL. 60706-4823

FAX # 708-867-5826

To ensure a timely response to your request, please indicate "FOIA Request" in your email or written correspondence along with a description of the types of records requested. The District has five (5) full working days after receipt of the request to respond.

Many Union Ridge S.D. 86 documents can be found at [www.urs86.org](http://www.urs86.org) under "Board of Education".

If you need assistance please call 708-867-5822 ext. 406.