

**LAGRANGE AREA DEPARTMENT OF SPECIAL EDUCATION**  
**1301 West Cossitt Avenue, LaGrange, IL 60525**  
**708-354-5730**

It is the policy of LADSE's Directing Board to make its public records available for inspection during normal business hours Monday through Friday, except on holidays. Records may be inspected and copied at LADSE's Administration Center.

All requests for records should be in writing and addressed to the Chief FOIA Officer as follows:

Lois Miller, Chief FOIA Officer  
LADSE  
1301 West Cossitt Avenue  
LaGrange, IL 60525

LADSE will provide the first 50 pages of black and white letter- or legal-sized copies at no charge. Additional copies black and white copies will be provided for a fee of 15 cents per page. All color copies or copies on paper sizes other than letter or legal size will be provided a fee based on the actual cost for reproducing records and does not include the cost of any search for and review of records or personnel costs associated with finding or reproducing records. Documents shall be furnished without charge or at a reduced charge where LADSE determines that waiver or reduction is in the public interest.

**As required by the Illinois Freedom of Information Act, below is a list of the types and categories of records maintained by LADSE.**

**ADMINISTRATION/EXECUTIVE DIRECTOR'S OFFICE**

LADSE Mission, Vision, Beliefs  
Administrative Memoranda  
Directing Board Correspondence  
Directing Board Meeting Agendas & Minutes  
Directing Board Committee Meeting Agendas and Minutes  
Directing Board Meeting Dates  
Directing Board Policies and Administrative Procedures  
Description of LADSE  
LADSE Program Informational Brochures  
LADSE Organizational Chart  
Access to Public Records Procedures  
Freedom of Information Act Requests

**BUSINESS SERVICES OFFICE**

Audits  
Bills  
Budgets  
Contracts  
Grants  
Insurance  
Inventory  
Revenues

**HUMAN RESOURCES OFFICE**

Agreement between the LaGrange Area Department of Special Education Association (LADSE-A) and the Directing Board  
Job Descriptions  
Salary Schedules  
Staff Rosters  
Teacher Evaluation Plan  
Employee Handbooks  
Discipline List  
Seniority List

**RECORDS THAT ARE IMMEDIATELY AVAILABLE UPON REQUEST**

Adopted Budget  
Approved Directing Board Meeting Minutes  
Directing Board Meeting Dates  
Description of LADSE  
LADSE Member Districts/Directing Board Members  
Access to Public Records Procedures  
LADSE Program Informational Brochures  
LADSE Organizational Chart