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Response Due Date: \_\_\_\_\_  
(for office use only)


Office of General Counsel/FOIA Officer

GENERAL COUNSEL  
Eastern Illinois University

Freedom of Information Act (FOIA) Request

for Eastern Illinois University Records

[Link to FOIA Form in pdf format](#)

| Please fill in the spaces provided, print, sign, then clear form.  |   |
|--|---|
| <b>Send form to:</b><br>Robert L. Miller<br>FOIA Officer/General Counsel<br>Eastern Illinois University<br>600 Lincoln Avenue<br>Charleston, IL 61920  | From: _____<br>John Allison<br>_____<br>Mailing Address/Telephone |
| If you are an EIU employee, please indicate below the name and address of your department ONLY if you want the information to be sent there:<br><br>English Department   |   |
| <b>Give a brief description of the requested record(s):</b><br>From AY 2007-present, the number of student credit hours generated each academic year by the School of Continuing Education (SCE) as a result of residential students (any student with a Charleston address, including dorm addresses) enrolling in courses offered by the SCE |   |
| <br>Requester's Signature   |   |
| <b>Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/3(d), a response from the FOIA Officer will be provided within five business days. You will be notified if additional time is required to process your request.</b>  |   |
| <b>REMINDER: The request is incomplete unless signed.</b>  | <input type="button" value="Reset"/>                              |