

Ann Arbor Learning Community

How to File A FOIA Request

To make a FOIA request:

- You **may** write to us via regular U.S. mail. If you choose to send your request via U.S. mail you **MUST**:
 - (a) write the words "Freedom of Information Act Request" at the top of your letter and on the outside of the mailing envelope,
 - (b) date your request,
 - (c) indicate how the records are to be provided, whether on non-paper, physical media, electronically mailed, or otherwise electronically provided in lieu of paper copies,
 - (d) give us your daytime telephone number and/or daytime e-mail contact address so that our staff can get in touch with you during normal business hours if they have questions,
 - (e) provide as much information as possible regarding each document you are **seeking**.
 - (f) you should specify the maximum search fee that you are prepared to pay for this request. The public will not be charged more than 10 for each page,
 - (g) Send your letter to the following address:

Ann Arbor Learning Community
4377 Textile Rd.
Ypsilanti, MI 48197
Telephone: 734-477-0340
E-mail: aaladmin@annarborlearningcommunity.org

You may fax it to (734) 929-6505, with the same information required for U.S. mail submissions listed above.

If you have a concern or complaint about how your FOIA request has been handled, please contact the FOIA Representative - Teresa Woods.

- Email address: teresa@annarborlearningcommunity.org
- Telephone: (734) 477-0340
- U.S. mail address:

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Attn: FOIA Representative
4377 Textile Rd.
Ypsilanti, MI 48197