

## **PUBLIC RECORDS REQUESTS UNDER THE MICHIGAN FREEDOM OF INFORMATION ACT (“FOIA”)**

The Michigan Freedom of Information Act, MCL 15.231, *et seq.* (“FOIA”) establishes statutory procedures and sets requirements for disclosure of public records for all public bodies to provide the public greater access to the governing process. A request for public records should be detailed and sufficiently describe the record to enable the [school district] to search and locate the requested record.

All written requests should be clearly identified as a “Freedom of Information Act Request” or “FOIA Request”.

### **WAYS TO MAKE A REQUEST**

Any person seeking to receive a copy of a public record should make a written request to the District in one of the following ways:

1. By electronic mail to [mvandermolen@nsacd.com](mailto:mvandermolen@nsacd.com).
2. By U.S. Mail to:
  - North Star Montessori Academy  
3030 Wright St.
  - Marquette, MI 49855