

Hartsburg-Emden CUSD #21

400 West Front Street

Hartsburg, IL 62643

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The following information is in accordance with the Freedom of Information Act (FOIA).

The Freedom of Information Act (FOIA) Officers for the Hartsburg-Emden Unit School District #21 are:

Cory Brown, District Principal, cbrown@hartem.org

Lauren DeJarnette, District Secretary, ldejarnette@hartem.org

If you have a Freedom of Information Act (FOIA) request, please make your request of records in writing and submit your request to the address listed above to the attention of the Principal, or you may submit your written request by fax or e-mail.

Please be as specific as possible when describing the information you are seeking. Remember, the Freedom of Information Act (FOIA) is designed to allow you to inspect or receive copies of records.

In your written request, let us know if you would like copies of the requested records or if you would like to examine the records in person. Please include your name, preferred telephone number(s), mailing address and e-mail address on your written request to our District.

We encourage you to check the district web site, www.hartem.org for requested information as we do not post a large amount of information out on our web site. In that case, a Freedom of Information Act (FOIA) request would not be necessary.