

## How to File A FOIA Request

To make a FOIA request:

- You may write to us via surface mail. If you choose to send your request via surface 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) 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,
  - (d) provide as much information as possible regarding each document you are seeking.
  - You should also specify the maximum search fee that you are prepared to pay for this request.
  - Send your letter to the following address:  
  
Great Lakes Academy  
46312 Woodward Avenue  
Pontiac, MI 48342
  - You may e-mail your request to [FOIA@greatlakesacademy.org](mailto:FOIA@greatlakesacademy.org), or fax it to (248) 745-5892, with the same information required for surface mail submissions listed above.

If you have a concern or complaint about how your FOIA request has been handled, please contact the FOIA Representative – Gwen Shields.

- E-mail: [shieldsq@greatlakesacademy.org](mailto:shieldsq@greatlakesacademy.org)
- Telephone: 248.334.6434
- Surface mail:

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Attn: FOIA Representative  
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