**From:** Stephanie Zoz [mailto:records@nctq.org]
**Sent:** Monday, April 22, 2013 8:47 AM
**To:** records@eiu.edu; mlhackler@eiu.edu
**Subject:** Eastern Illinois University (IL)-Request for Commencement Program

To whom it may concern:

Pursuant to the state open records law, *5 Ill. Comp. Stat. Secs. 140/1 to 140/11*, I would like to request a copy of Eastern Illinois University’s most recent spring commencement program, preferably AY 2012. If you have an electronic copy available, please email it to me at records@nctq.org. If you only have a hard copy available, please send it to:

National Council on Teacher Quality

Attn:  Stephanie Zoz

1420 New York Avenue NW, Suite 800

Washington, DC 20005

If you do not maintain this public record, please let me know who does and provide the proper custodian's name and address.

If Eastern Illinois University chooses to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Additionally, if you claim that the document contains both exempt and non-exempt material, please provide all segregable non-exempt portions of otherwise exempt material and identify the material which is being withheld as exempt.

Thank you in advance for your assistance. Please do not hesitate to contact me if you have any questions.

Sincerely,

Stephanie Zoz

Manager, Data Collection

202-393-0020, x116