

School District Records Directory

Community Unit School District No. 60

Any person requesting records of Community Unit School District No.60 may submit such a request, in writing, at the Board of Education Office in Waukegan, 1201 North Sheridan Road, Room 109. Such request should be made to Dr. Donald R. Batiste, Superintendent, at such address; and if he is not present, such request may be made to Ms. Bonnie Kuss, Administrative Assistant. To ensure accurate compliance with the request each person is encouraged to use a Request Form, which is available in Room 109, or can be downloaded from our website at the following address:
www.waukeganschools.org/superintendent/records

Alternatively, any person may mail a written request (or the Request Form) to either Dr. Donald R. Batiste, or Ms. Bonnie Kuss, specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the Board of Education office at the above address.

The fees for copies of records are as follows:

20 cents per page (actual cost) if school district employee copies records