

**Marcia Lawhead**

**From:** Records [records@eiu.edu]  
**Sent:** Wednesday, June 15, 2011 7:57 AM  
**To:** Marcia K Lawhead  
**Subject:** FW: Public Records Request

**RECEIVED**

JUN 15 2011

GENERAL COUNSEL  
Eastern Illinois University

**From:** Public Records [mailto:  
**Sent:** Tuesday, June 14, 2011 4:54 PM  
**To:** records@eiu.edu  
**Subject:** Public Records Request

Re: Open Records Request

Dear Ms. Harvey,

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, and other applicable provisions (which require public entities to provide eligible public records to the public upon request), please email me an electronic copy (e.g., MS Excel, Comma Separated file, XML, tab delimited text file) of the data listed below:

School: Eastern Illinois University

Time frame: 2010-2011

Anonymized grade distribution (i.e., number of A+'s, A's, A-'s, B+'s, B's, etc.) and drop rate that includes:  
Quarter or Semester the grades were awarded;  
Course Name and Number in which the grades were awarded;  
Number of students who dropped the class within the add/drop time frame;  
Name(s) of Instructor(s) who awarded the grades.  
(Please be sure not to include any students' personally identifiable information)

My email address is \_\_\_\_\_ If only some of the requested records are readily available, please provide those. Based on similar past requests, I anticipate the charges to which you are statutorily entitled in connection with this request should not exceed \$200 (for data compilation, extraction, programming, etc.), but I hereby agree to pay up to \$500, if necessary. Please contact me at your earliest opportunity if there is any problem or if you do not believe \$500 will be sufficient.

In accordance with the applicable statutory requirements, please notify me within ten (10) days of the availability of the requested data, along with an estimate of any fees or charges. For your information, I intend to share this information with other members of the general public, and not for any litigation-related or improper purpose.

Thank you in advance for your courtesy and cooperation in this matter.

Sincerely,

Leslie Kim

Chegg Inc.  
Attention: Public Records