



**UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF THE SECRETARY  
OFFICE OF THE SECRETARY**

Freedom of Information Act (FOIA) Service Center

**FOIA APPEAL FORM**

Use this form to appeal the U.S. Department of Education's response to your initial request. Submit all documentation via email to EDFOIAManager@ed.gov; Fax 202-401-0920; or mail to U.S. Department of Education, Office of the Secretary, 400 Maryland Avenue, SW, LBJ 7W106, Washington, DC 20202-0121, ATTN: FOIA Public Liaison.

**REQUESTER INFORMATION**

**Title**                      **First Name**    **M.I.**    **Last Name**

**Business Name**    **Title**

**Address**    **Bldg/Apt#**

**City**    **State**    **Zipcode**

**Phone Number**    **Fax Number**    **Email**

**APPEAL INFORMATION**

**Reason for Appeal**

**SUPPORTING INFORMATION**

Department Response Date	Original Request Date	Request Number <i>(located on the Department's response letter)</i>

**Supporting Documents**

Your appeal form should be accompanied with the following documents.

1. Initial letter of request *(if available electronically)*
2. Denial letter
3. Any documentation that serves as evidence or supports the argument you wish the Department to consider in making an administrative determination on your appeal.

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***Privacy Act Statement:***

**AUTHORITY:** 5 U.S.C. 301, Departmental Regulations and 5 U.S.C. 552, Freedom of Information Act (FOIA).

**PURPOSE:** to allow individuals to file electronic FOIA requests; to track all FOIA requests from receipt to response to compile statistics for the Annual FOIA Report; to research and respond to FOIA requests; to maintain case files to comply with records disposal requirements; and to maintain an administrative record to support any litigation.

**ROUTINE USE:** Requests are received, assigned a case number, routed to the appropriate office or organization for research and response, and filed in a case file. Requests that are transferred, receive a no records response, or granted in full are retained for 2 years and then destroyed. Requests that are denied in whole or in part are retained for 6 years then destroyed.

**DISCLOSURE:** Voluntary. We seek your full name and postal mailing address so we may mail a response to you. Failure to provide this information may result in your request not being processed (this page does not capture email addresses).

Information collected by this form is also used for trend analysis and may be shared with law enforcement personnel. Information submitted may be retained indefinitely.