

Right-To-Know Request Form

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM. A PROPERLY COMPLETED FORM SUBMITTED TO THE SCHOOL WILL BE CONSIDERED A WRITTEN REQUEST FOR PURPOSES OF THE RIGHT-TO-KNOW LAW, 65 P.S.§ 67.101 et seq

Section 1 – Requester Information – To be completed and signed by the Requester at the time submitted to the School's Open Records Officer. Print Name: Address (Street Name and Number) City State Zip Code Telephone Number (Optional) E-Mail Address (Optional) Date (Month/Day/Year) Requester's Signature The Right-to-Know Law provides the Requester Must Be a Legal Resident of the United States. Section 2 - Description of Records(s) Requested - To be Completed by the Requester -Attach additional pages if necessary. Section 3 - Inspection, Copying or Certified Copy of Public Records To Be Completed by the Requester - Please check each box applicable to your request. □ Inspection of Documents Written Request Submitted Copy Documents □ In Person (.25¢ charge per page) □ By Mail □ By Facsimile at ____ Certified Copies of Documents □ By E-mail at: (\$5 flat fee plus 25¢ per page) Section 4 - OFFICE USE ONLY. To be completed by the School's Open Records Officer for each written request. [If request not made on district form, attach request.] WRITTEN REQUEST TRANSMITTED: ☐ In person ☐ Fax ☐ E-mail ☐ Other WRITTEN REQUEST RECEIVED: Date (Month/Day/Year) Time (AM/PM) Initials SCHOOL DISTRICT RESPONSE:

Request Granted

Denied □ Exception Applied Completed: Date (Month/Day/Year) Time (AM/PM) Initials COPIES REQUESTED: ☐ Yes ☐ No Total Fee: Collected:

Yes

No

Time (AM/PM)

Date (Month/Day/Year)