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, 55 P.S. § 87.101 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:

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Name and Number)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Telephone Number (Optional)</td>
<td>E-Mail Address (Optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date (Month/Day/Year)</td>
<td>Requester’s Signature</td>
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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
- Copy Documents (.25¢ charge per page)
- Certified Copies of Documents ($5 flat fee plus 25¢ per page)

Written Request Submitted

- In Person
- By Mail
- By Facsimile at __________
- By E-mail at: ____________________________

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

Date (Month/Day/Year) Time (AM/PM) Initials

ATTACH TO THIS FORM A COPY(S) OF ANY WRITTEN RESPONSE SENT BY SCHOOL TO THE REQUESTER. THIS FORM AND ANY ATTACHMENTS MUST BE FILED WITH THE OPEN RECORDS OFFICER.