

**Hempfield School District**  
**Right-To-Know Request Form**

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

**SECTION 1 – REQUESTOR INFORMATION** (To be completed by the Requestor)

Name of Requestor: \_\_\_\_\_

Street Name and Number: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ E-mail Address (Optional): \_\_\_\_\_

**SECTION 2 – DESCRIPTION OF RECORDS REQUESTED** (To be completed by the Requestor)

Provide as much specific detail as possible so that the Hempfield School District can identify the requested record.  
Attach additional pages if necessary.

**SECTION 3 – INSPECTION, COPYING OR CERTIFIED COPY OF PUBLIC RECORDS** (To be completed by the Requestor)

Do you want to inspect the records?  Yes  No

Do you want copies?  Yes  No (\$ .25 per printed page plus actual mailing costs if applicable, \$.25 per page for electronic format if a tangible copy must be made first)

Do you want certified copies of records?  Yes  No (\$5.00 per certified copy plus \$.25 per page plus actual mailing costs if applicable)

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 4 – OFFICE USE ONLY** (To be completed by the School District's Right-To-Know Officer)

Request Submitted by:  Email  U.S. Mail  Fax  In Person

Date and Time Received: \_\_\_\_\_

Agency 5-Day Response Due: \_\_\_\_\_

School District Response:  Request Granted  Denied  Exception Applied  Extension Requested

Date and Time Completed: \_\_\_\_\_ Fee Collected: \_\_\_\_\_

Right-To-Know Officer: \_\_\_\_\_