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 ($0.25 per printed page plus actual mailing costs if applicable, $0.25 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 $0.25 per page plus actual mailing costs if applicable)

Requester’s Signature: ___________________________ Date: ___________________________

* PLEASE NOTE: Retain a copy of this request for your files, it is a required document if you would need to file an appeal.

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: ___________________________

Revised 05.04.2011