

**PENN MANOR SCHOOL DISTRICT  
RIGHT-TO-KNOW REQUEST FORM**

A properly completed form submitted to the School District will be considered a written request for purposes of the Right-To-Know Act, 65 P.S. 66.1 et seq.

**SECTION 1 – Requester Information** – To be completed and signed by the Requester at the time of submission.

**Print Name:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address (Street Name and Number): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

Email Address (Optional) \_\_\_\_\_

U. S. Citizen:  yes

no

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**SECTION 2 – Description of Document(s) Requested** – To be completed by the Requester. Use other side if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3 – Inspection, Copying or Certified Copy of Public Records** – To be completed by the Requester – Check each box application to your request.

- Inspection of Documents
- Copy Documents (\_\_\_\_\_¢ charge per page)
- Certified Copies of Documents (\$\_\_\_\_\_ flat fee plus \_\_\_\_\_¢ per page)

**Written Request Submitted**

- In Person
- By Mail
- By Facsimile at \_\_\_\_\_
- By Email at \_\_\_\_\_

**SECTION 4 – OFFICE USE ONLY.** To be completed by the School District’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 District to the Requester. This form and any attachments must be filed with the Superintendent.