

GREAT VALLEY 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. § 67.202 et seq.

Section 1 – Requester Information - To be completed and signed by the Requester at the time submitted to the School District’s Open Records Officer.

Print Name: Last	First	Middle Initial
Address (Street Name and Number)		
City	State	Zip Code
Telephone Number (Optional)	Email 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 Record(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.

<input type="checkbox"/> Inspection of Documents <input type="checkbox"/> Copy Documents ()¢ charge per page <input type="checkbox"/> Certified Copies of Documents (\$ flat fee plus ___¢ per page)	Written Request Submitted <input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> By Facsimile at _____ <input type="checkbox"/> By Email at _____
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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 Email 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 REQUESTER. THIS FORM AND ANY ATTACHMENTS MUST BE FILED WITH THE BUSINESS OFFICE.