Western Wayne 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: 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)	E-Mail 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 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.

Written Request Submitted

☐ Inspection of Documents

☐ Copy Documents
(_25 ¢ charge per page – first five (5) pages free)
Payment due upon acknowledgment of request.

☐ Certified Copies of Documents
($5.00 flat fee plus _25¢ per page – first five (5) pages free)
Payment due upon acknowledgment of request.

☐ In Person
☐ By Mail
☐ By Facsimile at _____

☐ By E-mail 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 RIGHT TO KNOW OFFICER.