

**PENNCREST SCHOOL DISTRICT**  
**Office of Open Records**

**PUBLIC INFORMATION REQUEST PROCEDURES**  
**(Policy 801, Public Records; Policy 801.1, Public Information)**

1. According to PENNCREST School District Policy 801, Public Records, the public has the right to access and procure copies of public records of PENNCREST School District.
2. All requests for information must be directed to the Open Records Officer in writing on the Standard Right to Know Request Form. Forms are available on the District web site or administration office. The request may be submitted by U. S. Mail, E-mail, by facsimile (FAX) or in person. Requests to individual employees, department heads and/or board members will not be honored. Under no circumstance will information be provided by telephone. The request must specify the records sought and include contact information for the person making the request.
3. Contact information is as follows:

Open Records Officer  
PENNCREST School District  
District Administration Offices  
18741 State Highway 198, Suite 101  
PO Box 808  
Saegertown, PA 16433-0808

E-mail: [dgable@penncrest.org](mailto:dgable@penncrest.org)  
Facsimile (FAX): 814-337-1776  
Telephone: 814-763-2323

3. Once a written request is received, the Open Records Officer will respond in writing indicating whether the request is granted, granted in part/denied in part, or denied.
4. The District will not create a document or compile public information in a specific format for the convenience of the requestor.
5. No public record may be removed from the control or supervision of the designated custodian.
6. The requester may transcribe (hand copy) any or all of a document at no cost. However, if a requester desires a copy of a document, the requester will be provided copies of pages of public records at the time of inspection at the charge listed in the PENNCREST Schedule of Fees for Duplication of Public Records.