

## Steps to Follow When Making a Right to Know Request from Boys' Latin of Philadelphia Charter School

There is a cost of \$0.25 per page to copy a document.

- Complete the [Standard Right to Know Request Form](#).
- Mail or email the open records request form to the Boys' Latin of Philadelphia Charter School Right to Know Officer at:

Kerry Woodward, COO

Boys' Latin of Philadelphia Charter School

5501 Cedar Avenue

Philadelphia, PA 19143

[kwoodward@boyslatin.org](mailto:kwoodward@boyslatin.org)

- You may have access to the records through paper copy, in electronic form (if available), or by coming in to the office to view the documents in person:
  - For Paper Copies – Send a check or money order made payable to Boys' Latin of Philadelphia Charter School for the total amount of copying fees. Once we receive payment, the document will be mailed to your attention.
  - For Electronic Copies – Please provide an email address where the documents can be sent.
  - For Personal Viewing of Records – You may schedule an appointment in advance to come in to the Right to Know Office and view the requested document at no cost between the hours of 8:30am and 4:30pm Tuesday through Thursday on regularly scheduled work days.