



Steps to Follow When Making a Right-to-Know Law Request

Please follow the following steps when making a Right-to-Know Law (“RTKL”) request from Boys’ Latin of Philadelphia Charter School (“Boys’ Latin”). Please note that there is a cost of \$0.25 per page to copy a document.

- Complete the [Standard Right-to-Know Law Request Form linked here](#).
- Mail or email the request form to Boys’ Latin of Philadelphia Charter School, care of Colleen Smith, the organization’s RTKL Officer, at:
 - **By Mail:** 5501 Cedar Avenue, Philadelphia, PA 19143
 - **By Email:** csmith@boyslatin.org
- You may have access to the records through paper copy, in electronic form (if available), or by coming to the Boys’ Latin RTKL 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 the school has received payment, the requested document(s) will be made to your attention.
 - **For Electronic Copies:** Please provide an email address where the requested document(s) can be sent.
 - **For Personal Viewing of Records:** You may schedule an appointment in advance to come in person to the Boys’ Latin RTKL Office and view the requested document(s) at no cost between the hours of 8:00am and 4:00pm Monday through Friday on regularly scheduled work days. Please note during the period of school closure due to the COVID-19 pandemic, this mode of viewing requested records is limited to protect the health and safety of all parties.