
WILLIAM PENN SCHOOL DISTRICT

SIX BOROUGHES - TEN SCHOOLS - ONE DISTRICT WORKING TOGETHER

Innovation. Opportunity. Success.

A. Jeff Cuff
Open Records Officer
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OPEN RECORDS
RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL____ U.S. MAIL____ FAX____ IN PERSON____

NAME OF REQUESTOR : _____

STREET ADDRESS: _____

CITY/STATE/ZIP/COUNTY: _____

TELEPHONE: _____

RECORDS REQUESTED:

Provide as much specific detail as possible so the officer can identify the information.

DO YOU WANT COPIES? YES____ NO____

DO YOU WANT TO INSPECT THE RECORDS? YES____ NO____

DO NOT WRITE BELOW THIS LINE

OPEN RECORDS OFFICER (ORO): A. Jeff Cuff

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE DATE: