A.W. Beattie Career Center Right-To-Know Request Form

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM. A PROPERLY COMPLETED FORM SUBMITTED TO THE CAREER CENTER WILL BE CONSIDERED A WRITTEN REQUEST FOR PURPOSES OF THE RIGHT-TO-KNOW LAW, 65 P.S.§ 67.101 et seq

Section 1 – Requester In	formation –		and signed by the Requester a		
			Career Center's Open Records		
rint Name: Last		First	Middle Initi	al	
Idress (Street Name and Number)					
,					
ty	State		Zip Code		
lephone Number (Optional)	E-Mail Addre	ss (Optional)			
ate (Month/Day/Year)	Requester's S	Requester's Signature			
ection 2 – Description of tach additional pages if necessar		s) Requested –	To be Completed by the I	Requester	
_					
Section 3 – Inspection, C To Be Completed Inspection of Documents			of Public Records each box applicable to your rec Written Request Submitted		
Copy Documents (25 ¢ charge per page)			□ In Person □ By Mail		
Certified Copies of Documents (\$1.00 flat fee plus 25¢ per page	ge)		□ By Facsimile at □ By E-mail at: ————————————————————————————————————		
ection 4 – OFFICE USE ach written request. [If request no				Officer for	
/RITTEN REQUEST TRANSM	IITTED: □ In po	erson 🗆 Fax 🗀 E	E-mail □ Other		
RITTEN REQUEST RECEIVE	ED: Date (N	fonth/Day/Year)	Time (AM/PM)	Initial	
AREER CENTER RESPONS	E: □ Request	Granted Deni	ed Exception Applied		
ompleted:Date (Mo	onth/Day/Year)	Time (AM	/PM) Initials		
OPIES REQUESTED: Des	s 🗆 No	Total Fee:	Collected: □ Yes □ No		
ate (Month/Day/Year)	Time (AM/PM)	Initials			

ATTACH TO THIS FORM A COPY(S) OF ANY WRITTEN RESPONSE SENT BY CAREER CENTER TO THE REQUESTER. THIS FORM AND ANY ATTACHMENTS MUST BE FILED WITH THE EXECUTIVE DIRECTOR.