



*Wesley T. Doll, Ed.D.*  
*Superintendent of Schools*

*Joseph L. Albin*  
*Director of Curriculum, Instruction, & Assessment*

*Shelley L. Hobbs, PCSBA*  
*Business Administrator*

*Anne K. Corwell, Ed.D.*  
*Director of Student Services*

*James D. Van Dyke*  
*Director of Technology & Transportation*

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**UPPER ADAMS SCHOOL DISTRICT**

**161 North Main Street, Biglerville, PA 17307**  
**Phone: (717) 677-7191 Fax: (717) 677-9807**  
**[www.upperadams.org](http://www.upperadams.org)**

## **IMPORTANT INFORMATION: RIGHT-TO-KNOW REQUESTS**

Upper Adams School District is currently closed consistent with the Governor's Emergency Declaration issued in response to the COVID-19 coronavirus pandemic. During this mandated closure, Upper Adams may not be able to respond to requests for public records under the Pennsylvania Right-to-Know Law.

The Office of Open Records (OOR) has advised that when a public entity is closed, that day is not a "business day" and does not count toward the five business days referenced in Section 901 of the RTKL, which governs the time period under which an agency must respond to a request. Consequently, Upper Adams will process requests once it reopens.

Further, unless you have an urgent need to access public records, please do not file any new RTKL requests at this time. If a submitting a request is necessary, please seek copies of records (preferably electronic) rather than in-person inspection. In-person inspection of records will not be possible during the current closure.

Thank you for your patience during this unprecedented time.