

LEHIGHTON AREA SCHOOL DISTRICT

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“Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment.”

Open Records Fees Related to Copies and Mailings

Item	Cost
Black & White Copies (first 1,000)	\$0.25 each.
Black & White Copies (beyond 1,000)	\$0.20 each.
Color Copies	\$0.50 each.
Specialized Documents (3)	Up to actual cost.
Flash Drive	Up to actual cost.
Conversion to Paper	Up to \$0.25 per page
Mailing of Documents	Up to actual cost of USPS first-class postage.
Certification	Up to \$5.00 per record.

Based on the [Official RTKL Fee Schedule](#) adopted by the OOR adopted on Dec. 22, 2020.

The Lehigh Area School District will make every attempt to send the information to the requesting party through the requested media. However, the District will not convert records to the requested media if the document has not been created in the requested media.