



Requesting Information Under the Right-to-Know Law

Please follow this process when making a Right-to-Know Law (“RTKL”) request from Boys’ Latin of Philadelphia (“Boys’ Latin” or “the school”):

- Complete the *Standard Right-to-Know Law Request Form*, which is available on the Pennsylvania Office of Open Records (“OOR”) website: <https://www.openrecords.pa.gov/RTKL/HowToFile.cfm>
- File the RTKL request by email, fax, U.S. mail, or in person, addressing the request to the Agency Open Records Officer (“AORO”), Chief Operating Officer, Colleen Smith:
 - **Email:** csmith@boyslatin.org
 - **Fax:** 215-387-5159
 - **U.S. Mail:** Boys’ Latin of Philadelphia, 5501 Cedar Avenue, Philadelphia, PA 19143
 - **In Person:** Boys’ Latin of Philadelphia, 5501 Cedar Avenue, Philadelphia, PA 19143
- 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:** Please note that there is a cost of \$0.25 per page to make a paper copy of a record. Mail a check or money order made payable to “Boys’ Latin of Philadelphia” for the total amount of copying fees to the AORO using the contact information listed above. Once the AORO has received payment, the requested document(s) will be mailed to your attention. Please provide an address where the request document(s) can be mailed.
 - **For Electronic Copies:** Electronic copies, if available, are provided to the requestor via email at no cost. Please provide an email address where the requested document(s) can be emailed.
 - **For Personal Viewing:** 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 workdays.
- For more information regarding requesting information under the RTKL from Boys’ Latin, please visit the school’s website: <https://www.boyslatin.org/notices>
- To challenge the school’s response to a RTKL request, you may file an appeal within 15 business days with the Pennsylvania OOR:
 - **U.S. Mail:** OOR, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234
 - **Phone:** 717-346-9903
 - **Fax:** 717-425-5543
 - **Email:** openrecords@pa.gov
 - **Website:** <http://openrecords.pa.gov>
- To challenge the school’s response to a RTKL request for criminal investigative records, you may file an appeal within 15 business days with the Philadelphia District Attorney’s Office (“DAO”):
 - U.S. Mail: Philadelphia DAO, Three South Penn Square, Philadelphia, PA 19107-3499
 - Phone: 215-686-8000
 - Fax: 215-686-9929
 - Email: justice@phila.gov
 - Website: <https://phillyda.org/>