

Manheim Central School District Right-To-Know Request Form

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

Section 1 – Requester Information – To be completed and signed by the Requester at the time submitted to the School District's Open Records Officer.

Print Name: Last	First	Middle Initial
Address (Street Name and Number)		
City	State	Zip Code
Telephone Number (Optional)	E-Mail Address (Optional)	
Date (Month/Day/Year)	Requester's Signature	

The Right-to-Know Law provides the Requester Must Be a Legal Resident of the United States.

Section 2 – Description of Records(s) Requested – *To be Completed by the Requester* - Attach additional pages if necessary.

Section 3 – Inspection, Copying or Certified Copy of Public Records

To Be Completed by the Requester - Please check each box applicable to your request.

- | | |
|--|--|
| <input type="checkbox"/> Inspection of Documents | Written Request Submitted |
| <input type="checkbox"/> Copy Documents (25¢ charge per page) | <input type="checkbox"/> In Person
<input type="checkbox"/> By Mail |
| <input type="checkbox"/> Certified Copies of Documents (\$5.00 flat fee plus 25¢ per page) | <input type="checkbox"/> By Facsimile at _____
<input type="checkbox"/> By E-mail at: _____ |

Section 4 – OFFICE USE ONLY. To be completed by the School District's Open Records Officer for each written request. [If request not made on district form, attach request.]

WRITTEN REQUEST TRANSMITTED: In person Fax E-mail Other _____

WRITTEN REQUEST RECEIVED: _____
 Date (Month/Day/Year) Time (AM/PM) Initials

SCHOOL DISTRICT RESPONSE: Request Granted Denied Exception Applied
 Completed: _____
 Date (Month/Day/Year) Time (AM/PM) Initials

COPIES REQUESTED: Yes No Total Fee: _____ Collected: Yes No

 Date (Month/Day/Year) Time (AM/PM) Initials

ATTACH TO THIS FORM A COPY(S) OF ANY WRITTEN RESPONSE SENT BY SCHOOL DISTRICT TO THE REQUESTER. THIS FORM AND ANY ATTACHMENTS MUST BE FILED WITH THE OPEN RECORDS OFFICER.