



Mt. Lebanon School District

7 Horsman Drive
Pittsburgh, Pennsylvania 15228-1107
412-344-2077
Fax: 412-344-2047

Open Records Officer
kwalters@mtlsd.net

Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO: Kimberly Walters, Open Records Officer, Mt. Lebanon School District

Date of Request: _____ Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____ Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

- DO YOU WANT COPIES?**
- Yes, electronic copies preferred if available
 - Yes, printed copies preferred (\$0.25 per page fee)
 - No, in-person inspection of records preferred (*may request copies later*)

RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule at <https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm> or more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____ Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at <https://www.openrecords.pa.gov>

Rev. 11/30/2018