

PUBLIC RECORDS

Public Records Request Procedures

In accordance with the requirements of the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., the Bald Eagle Area School District has adopted [Policy 801 - Public Records](#). The district-designated Open Records Officer is the Superintendent.

Legal residents of the United States may request to inspect or obtain copies of records of the School District. All requests must be directed to the Open Records Officer. Requests may be submitted in the following manner using the [Request Form](#):

- **In Person:** At the Administration Building located at 751 South Eagle Valley Road, Wingate, PA 16823 on any business day during regular business hours.
- **By US Mail:** Addressed to "Attn: Open Records Officer" to the mailing address 751 South Eagle Valley Road, Wingate, PA 16823.
- **By Fax:** Sent as "Attn: Open Records Officer" to (814) 355-1028.*

*Please be aware, that a written request sent via facsimile (fax) will not be considered submitted until a complete and legible copy of the facsimile (fax) is received by the Open Records Officer.

- **By Email:** Sent as "Attn: Open Records Officer" to rachel.yoder@beasd.net*

*Please be aware, that an e-mail will not be considered submitted until a complete accessible copy of that e-mail is received by the Open Records Officer.

[Standard Right-To-Know Request Form](#) (pdf)

[Standard Right-To-Know Request Form](#) (rich text format)

[Pennsylvania Office of Open Records](#)

Mrs. Rachel Yoder
751 S. Eagle Valley Road
Wingate, PA 16823

Phone: (814) 355-4860

Fax: (814) 355-1028

Email: rachel.yoder@beasd.net

To view the PDF form you must have Adobe Acrobat or an equivalent PDF viewer for the document(s) to be viewed. Adobe Acrobat Reader is a free program that can be downloaded on the [Adobe website](#).