



WAYNESBORO AREA SCHOOL DISTRICT
WAYNESBORO, PENNSYLVANIA

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.

Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Street Address:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>
Telephone # (Optional):	<input type="text"/>	E-mail address (Optional):	<input type="text"/>		
Date (Month/Day/Year):	<input type="text"/>	Requester's Signature:	<input type="text"/>		

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

Section 2 - Description of Record(s) Requested - *To be completed by the requester* - If printing and completing manually please attach additional pages if necessary.

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

To be completed by the requester - Please check each box applicable to your request.

☐ Inspection of Documents

☐ Copy Documents
(25¢ charge per page)

☐ Certified Copies of Documents
(\$1.00 flat fee plus 25¢ per page)

Written Request Submitted

☐ In Person

☐ By Mail

☐ By Facsimile at: 717-762-0028

☐ By E-mail at: elizabeth_henicle@wasdpa.org

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: Time: Initials:

SCHOOL DISTRICT RESPONSE: ☐ Request Granted ☐ Denied ☐ Exception Applied

COMPLETED: Date: Time: Initials:

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

Fee Collected: Date: 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.