

Esperanza Academy Charter School

Right-To-Know Request Form

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM. A PROPERLY COMPLETED FORM SUBMITTED TO ESPERANZA 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 Esperanza’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

<input type="checkbox"/> Copy Documents (25 ¢ charge per page)

<input type="checkbox"/> Certified Copies of Documents (\$5 flat fee plus 25¢ per page) | <p style="text-align: center;">Written Request Submitted</p> <input type="checkbox"/> In Person
<input type="checkbox"/> By Mail
<input type="checkbox"/> By Facsimile at: _____
<input type="checkbox"/> By E-mail at: _____ |
|---|---|

Section 4 – OFFICE USE ONLY.

To be completed by Esperanza’s Open Records Officer for each written request. [If request not made on school form, attach request.]

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

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

SCHOOL RESPONSE: Request Granted Denied Exception Applied

Completed: _____
Date (Month/Day/Year) Time (AM/PM) Initials

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

Completed: _____
Date (Month/Day/Year) Time (AM/PM) Initials

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