Nueva Esperanza Academy Charter High 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.

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Name and Number)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Telephone Number (Optional)</td>
<td>E-Mail Address (Optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date (Month/Day/Year)</td>
<td>Requester’s Signature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

- [ ] Inspection of Documents
  - [ ] Copy Documents
    - (25 ¢ charge per page)
  - [ ] Certified Copies of Documents
    - ($5 flat fee plus 25¢ per page)

Written Request Submitted

- [ ] In Person
- [ ] By Mail
- [ ] By Facsimile at: ______
- [ ] 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)

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

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.