

THE SCHOOL DISTRICT OF JENKINTOWN

**RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:**            E-MAIL            U.S. MAIL            FAX            IN-PERSON

**NAME OF REQUESTER :** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

**DO YOU WANT COPIES?** YES or NO

**DO YOU WANT TO INSPECT THE RECORDS?** YES or NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** YES or NO

\_\_\_\_\_  
**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requester wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.)  
Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

**OPTIONAL:**

Providing the additional information below may assist the school district in responding to your request without need for further clarification:

**MEDIUM REQUESTED FOR RELEASE:**    PAPER            ELECTRONIC            OTHER

## RESPONSE TO REQUEST

I. Description of Record Requested and Name of Requester

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II. Date of Response (Within five (5) days of date of request)

Date request was granted \_\_\_\_\_

OR

Date form with Section III completed sent to requester \_\_\_\_\_

III. Basis for Review (Circle all applicable reasons and fill in additional information in space provided)

1. Request requires redaction of public record.
2. Request for access requires retrieval of record stored in remote location.  
(identify location)
3. Timely response cannot be made due to bona fide and specified staffing limitations.  
(state specific staffing limitations \_\_\_\_\_ )
4. Legal review required to determine whether record is a public record.
5. Requester failed to comply with Policy 1123 in the following respect:  
\_\_\_\_\_  
\_\_\_\_\_
6. Requester refused to pay applicable fees. Amount owed: \_\_\_\_\_
7. The extent or nature of the request precludes a response within the required time period.

IV. Basis for Denial of Request

Request denied by:

Name \_\_\_\_\_

Title \_\_\_\_\_

Business Telephone Number \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Date of Denial \_\_\_\_\_

Citation of Supporting Legal Authority \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

V. Appeal

If requester chooses to appeal denial of access, the requester may appeal to the state's Office of Open Records by filing exceptions within fifteen (15) business days of the mailing date of the date set forth in IV. or within fifteen (15) business days of deemed denial. The exceptions shall state grounds upon which the requester asserts that the record is a public record and shall address any grounds stated by the school district for delaying or denying the request.

\_\_\_\_\_  
Signature of Opens Records Officer