

# Middletown Area School District 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. **In accordance with the Right-to-Know Law, the Requester MUST be a legal resident of the United States.**

**Section 1 – Requester Information –** To be completed and signed by the Requester at the time submitted to the School District’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	

**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  
(\$5.00 flat fee)

**Written Request Submitted**

- In Person
- By Mail
- By Facsimile at 717-948-3329
- By E-mail at:  
openrecords@raiderweb.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 (Month/Day/Year) Time (AM/PM) Initials

SCHOOL DISTRICT 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 SCHOOL DISTRICT TO THE REQUESTER. THIS FORM AND ANY ATTACHMENTS MUST BE FILED WITH THE OPEN RECORDS OFFICER.