

TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
West Valley Business Center
940 West Valley Road, Suite 1700
Wayne, PA 19087
(610) 240-1900

WRITTEN REQUEST FOR ACCESS TO SCHOOL DISTRICT RECORDS

DATE REQUESTED: _____

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

NAME OF REQUESTOR: _____

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 requestor 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 WRITTEN REQUEST

I. Description of Record Requested and Name of Requestor

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

Date request was granted _____

OR

Date form with Section III completed sent to requestor _____

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

- I. 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. Requestor failed to comply with Policy 1123 in the following respect:

6. Requestor 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: _____

Specific reasons for denial including citation of supporting legal authority

Signature of Opens Records Officer

V. Appeal

If requestor chooses to appeal denial of access, the requestor may appeal to the State's Office of Open Records by filing exceptions within fifteen business days of the mailing date of the date set forth in IV or within fifteen business days of deemed denial. The exceptions shall state grounds upon which the requestor 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