

# 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.

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<br><br><input type="checkbox"/> Copy Documents<br>(25 ¢ charge per page)<br><br><input type="checkbox"/> Certified Copies of Documents<br>(\$5 flat fee plus 25¢ per page) | <p style="text-align: center;"><b>Written Request Submitted</b></p> <input type="checkbox"/> In Person<br><input type="checkbox"/> By Mail<br><input type="checkbox"/> By Facsimile at: _____<br><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: \_\_\_\_\_  
 (AM/PM) Initials Date (Month/Day/Year) Time

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