Pennsylvania Leadership Charter School
Right-To-Know Request Form

DATE OF REQUEST: ________________________________________________

NAME AND ADDRESS OF REQUESTER:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TELEPHONE #: ____________________ E-MAIL: ________________________

RECORDS REQUESTED (Please provide as much specific detail as possible):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do you want to inspect the record(s)? YES or NO
Do you want copies of the record(s)? YES or NO
Do you want certified copies of the record(s)? YES or NO

Requester’s Signature

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Office Use Only

Date Received by Open Records Officer: _________________________________

Five Day Action Response Due: ________________________________________

Five Day Response Issued: ____________________________________________

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Open Records Officer Signature

Please submit form to: Pennsylvania Leadership Charter School
1332 Enterprise Drive
West Chester, PA 19380
Attn: Eileen Bowers, Open Records Officer