## Esperanza Cyber Charter 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.

	Inspection of Documents	r	Written Request S	Submitted					
	Copy Documents (25¢ charge per page)	ן [ [	<ul> <li>In Person</li> <li>By Mail</li> <li>By Facsimile at:</li> </ul>						
	Certified Copies of Documents (\$5 flat fee plus 25¢ per page)	[	By E-mail at:						
Se	Section 4 – OFFICE USE ONLY. To be completed by Esperanza's Open Records Officer for each								
writ	written request. [If request not made on school form, attach request.]								
	WRITTEN REQUEST TRANSMITTED:  In person  Fax  E-mail  Other:								
VVF	RITTEN REQUEST RECEIVED:	Initials	Date (Month/Day/Year)	Time	_				
•	/PM)	_							
SC	CHOOLRESPONSE: $\Box$ Denied	Exception App	lied 🗆 Reque	est Granted					
Cor	mpleted:				<u></u>				
	Date (Month/Day/Year)	Time (AM	I/PM) Initials						

Completed:				 
	ate (Month/Day/Yea	ar) 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