

NORTHERN TIOGA SCHOOL DISTRICT
110 Ellison Road
ELKLAND, PA 16920

RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: _____

TO: Kathy VanSchaick, Open Records Officer, 110 Ellison Road, Elkland, PA 16920

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

OPEN RECORDS OFFICER'S SIGNATURE: _____

DATE RECEIVED BY THE NORTHERN TIOGA: _____

AGENCY FIVE (5)-DAY RESPONSE DUE: _____

NOTE: Pursuant to the agency's fee schedule, fees may be required in connection with your request.

*If a requester wishes to pursue relief or remedies provided for in the Right-to-Know act, the request for access to records must be in writing, addressed to the designated open records officer, include a name and address for the agency response and identify or describe records with sufficient specificity to enable the agency to ascertain what records are requested. Section 702 -703, Right-to-Know law.

NOTICE: Employees are directed to promptly forward requests for public records to the open records officer.