



BETHEL PARK SCHOOL DISTRICT
301 CHURCH ROAD
BETHEL PARK, PA 15102
ATTN: MATTHEW W. HOWARD, RIGHT TO KNOW OFFICER

RIGHT TO KNOW/PUBLIC RECORDS FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: (Please circle) E-MAIL MAIL FAX PHONE IN-PERSON

NAME OF REQUESTOR: _____

NAME OF COMPANY: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY: _____

TELEPHONE: _____ FAX: _____

RECORDS REQUESTED: _____

DO YOU WANT COPIES?: (Please circle) YES NO

DO YOU WANT CERTIFIED COPIES OF THE RECORDS?: (Please circle) YES NO

DO YOU WANT TO INSPECT THE RECORDS?: (Please circle) YES NO

SIGNATURE OF REQUESTOR: _____

COST OF REQUEST: _____

RIGHT TO KNOW OFFICER APPROVAL: _____

DATE RECEIVED AT SCHOOL DISTRICT: _____

DATE COMPLETED: _____

COMPLETED BY: _____

COMMENTS: _____

Information is provided within five (5) working days unless extensive research is necessary.

July 1, 2009