



BETHEL PARK SCHOOL DISTRICT  
301 CHURCH ROAD BETHEL PARK, PA 15102  
ATTN: L. DOUGLAS MCCAUSLAND, RIGHT TO KNOW OFFICER  
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FAX: 412.854.8430

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## 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: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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: \_\_\_\_\_

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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.*

REVISED: October 26, 2021