

LEGAL NOTICE

Act 3 of 2008 – Open Records/Right-to-Know Law

As per Reynolds School Board Policy #801, all requests for inspection or duplication of certain public records of the Reynolds School District must be made in writing using the proper district form “Open Records/Right-to-Know Written Request Form” available on the district website or through district offices. The written requests must be presented directly to one of the Reynolds School District Public Records Officer:

- [Mrs. Beverly P. Morrison](#), Business Administrator - (724) 646-5501
- [Mrs. Rose Lyons](#), Secretary to the Superintendent and School Board Secretary - (724) 646-5501

Request forms may be presented to the Public Records Co-Officers:

- By Email to: openrecords@reynolds.k12.pa.us
- By Fax to: (724) 646-5505
- In Person
- By U.S. Mail addressed to the above listed officer or to the Business Manager at Reynolds School District, 531 Reynolds Rd., Greenville, PA 16125

APPEALS: *You may file an appeal to any decision of the Open Records Officer with the Superintendent of Schools of the Reynolds School District, 531 Reynolds Rd., Greenville, PA 16125, (724) 646-5501. You may file for a final determination with the Pennsylvania Office of Open Records: <http://openrecords.pa.gov> .*

Effective: January 1, 2009