

**Reynolds School District**  
531 Reynolds Rd., Greenville, PA 16125  
(724) 646-5501

**OPEN RECORDS / RIGHT-TO-KNOW WRITTEN REQUEST FORM**

DATE REQUEST SUBMITTED: \_\_\_\_\_

TO Open Records Co-Officers:  Mrs. Beverly P. Morrison, Business Administrator  
 Mrs. Susan L. Combine, Secretary to Superintendent/School Board

Request submitted:  By E-MAIL to: [openrecords@reynolds.k12.pa.us](mailto:openrecords@reynolds.k12.pa.us)  
 By FAX to: (724) 646-5505  
 In-PERSON  
 By U.S. MAIL

*Notice: Employees are directed to promptly forward requests for public records to the open-records officer.*

NAME AND ADDRESS TO WHICH AGENCY'S RESPONSE SHOULD BE ADDRESSED *(Required)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE Number: \_\_\_\_\_

E-MAIL Address (Optional): \_\_\_\_\_

*(Provision of your telephone number and e-mail address will assist in clarifying your request and could expedite the response)*

**RECORDS REQUESTED** *(Provide as much specific detail as possible so the agency can identify records containing the information you are seeking and fully respond) (Attach additional sheets as needed):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CIRCLE:** DO YOU WANT TO INSPECT THE RECORDS? YES or NO  
DO YOU WANT COPIES OF THE RECORDS? YES or NO  
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO  
IF YOU HAVE REQUESTED COPIES, WHAT MEDIUM DO YOU PREFER?  
*e.g., paper or on disk?* \_\_\_\_\_

**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.

**Office use only: Date of receipt of written request** \_\_\_\_\_

**Date five business day initial response period expires** \_\_\_\_\_

**APPEALS:** *You may file an appeal to any decision of the Open Records Co-Officers with the Superintendent of Schools of the Reynolds School District. You may file for a final determination with the Pennsylvania Office of Open Records:*  
<http://openrecords.pa.gov> .