

# Weatherly Area School District

Frank W. Victor  
Superintendent

Martha Kew-Goodale  
Business Manager/Secretary, Bd. of Education

## RIGHT-TO-KNOW REQUEST FORM (Please Print)

Date of Request: \_\_\_\_\_

Name of Requester: \_\_\_\_\_  
Last First MI

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/P.O. Box  
\_\_\_\_\_  
City State Zip Code

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please identify each of the documents that is subject to this request. You must identify these documents with sufficient specificity so that we may ascertain whether we have these documents and how to locate them.

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Please check one of the following boxes:

- I am only requesting access to the documents identified above.
- I am only requesting a copy of the documents identified above.
- I am requesting access to the documents identified above and a copy of those documents.

If you are requesting a copy of the documents identified above, please check on of the following boxes:

- I want a paper copy of the documents.
- I want a computer-readable copy of the documents (e.g., diskette or compact disk) if available
- Other (please specify): \_\_\_\_\_

Return form to:

Mrs. Teresa Barna, Open Records Officer, Weatherly Area School District  
602 Sixth St Weatherly, PA 18255

OFFICE USE ONLY: Date Received: \_\_\_\_\_