

Steelton-Highspire School District
RIGHT-TO-KNOW-LAW REQUEST POLICY
Right to Know Officer: Mr. Travis Waters, Superintendent

RTKL Request Tracking No.

Official Use only (date stamp)

Steelton-Highspire School District
Office of the Superintendent
Right-To-Know Office
250 Reynders Avenue
P.O. Box 7645
Steelton, PA 17113-7645

Name of Requester
(Please print)

(Last)

(First)

(MI)

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 we can ascertain whether we have these documents and how and where to locate them.

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

Signature of Requester

Date

Steelton-Highspire School District
RIGHT-TO-KNOW-LAW REQUEST POLICY
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This written policy outlines the proper procedures for requesting records from the Steelton-Highspire School District (SHSD) under Pennsylvania’s Right-to-Know Law, 65 P.S. 66.1-66.9. Questions regarding this policy should be directed to the Right to Know Officer, Mr. Travis Waters, Steelton-Highspire School District, at (717) 704-3802.

1. All requests for records must be in writing and signed by the requester. The request should identify or describe the records sought with sufficient specificity to enable the SHSD to ascertain which records are being requested and shall include a name and address to which the SHSD should address its response. The SHSD will not accept oral or anonymous requests for records.

2. All requests for records shall be addressed as follows:
Steelton-Highspire School District
Office of the Superintendent
Right-To-Know Office
250 Reynders Avenue
P.O. Box 7645
Steelton, PA 17113-7645

3. All requests shall be in writing using the state provided or district form and shall be sent to the SHSD by mail, email, or facsimile to (717) 704-3808 or delivered in person during the SHSD’s regular business hours of 8:00 a.m. to 4:00 p.m. Monday through Thursday, and 8:00 a.m. to 3:00 p.m. on Fridays, except holidays and official office closings. The SHSD will not accept verbal requests. Email requests must have the state provided or district provided form completed and attached.

4. If a written request for records is granted, the following fees will be charged to the request:

<u>Copies:</u>		
Photo copies	single page	\$0.25 per copy
Photo copies	double sided	\$0.50 per page
Certified Photocopies		\$1.00 per copy
Redaction		\$1.00 per page
Postage:		Actual cost

A “photocopy” is either a single-sided copy or one side of a double-sided copy of a standard 8.5” x 11” page. “Redaction” is the eradication of a portion of a document while retaining the remainder where the public record contains information subject to access as well as information not subject to access. The SHSD may require a requester to prepay an estimate of the fees listed, if the fees required to fulfill the request are expected to exceed \$100. All costs must be paid by certified check or money order made payable to the “Steelton-Highspire School District.”

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