

Open Records Policy – Right to Know

The Board of School Directors of the Susquenita School District has designated the Superintendent of Schools as the District's Open Records Officer.

All requests for Right-to-Know record information must be made in written form (letter, facsimile, or e-mail). A letter of request may be addressed to: Superintendent of Schools, Open Records Officer, Susquenita School District, 1725 School House Road, Duncannon, PA 17020. A facsimile may be sent to 717-957-2463. E-mail may be addressed to righttoknow@susq.k12.pa.us.

The following format or the Pennsylvania Standard Right-to-Request Form may be used to make a right to know request to the District:

Susquenita School District Right to Know Request

Date of Request _____

Request Submitted by: E-mail U.S. Mail Facsimile Hand Delivered

Name of Requester _____

Street Address _____

City/State/County _____

Telephone (Optional) _____

Records Requested:

(Please provide as much specific detail as possible so the agency can identify information.)

Back of Form May Be Used

Would you like copies? _____ Yes _____ No

Would you like to inspect the records? _____ Yes _____ No

Would you like certified copies of the records? _____ Yes _____ No

Right to Know Officer: Daniel Sheats, Superintendent

Date Request Received by School District: _____

Five (5) day Response Date _____