

**Pennsylvania Leadership Charter School  
Right-To-Know Request Form**

DATE OF REQUEST: \_\_\_\_\_

NAME AND ADDRESS OF REQUESTER:

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

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

RECORDS REQUESTED (Please provide as much specific detail as possible):

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

Do you want to inspect the record(s)? YES or NO

Do you want copies of the record(s)? YES or NO

Do you want certified copies of the record(s)? YES or NO

\_\_\_\_\_  
Requester's Signature

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Office Use Only

Date Received by Open Records Officer: \_\_\_\_\_

Five Day Action Response Due: \_\_\_\_\_

Five Day Response Issued: \_\_\_\_\_

\_\_\_\_\_  
Open Records Officer Signature

Please submit form to: Pennsylvania Leadership Charter School  
1332 Enterprise Drive  
West Chester, PA 19380  
Attn: Eileen Bowers, Open Records Officer