



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Jessica Lester (Attn: AORO)

Date of Request: 3/23/21 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: Mary Sucro Company (if applicable): _____

Mailing Address: 1717 N 12th street

City: Philadelphia State: PA Zip: 19122 Email: tuj46910@temple.edu

Telephone: 6106135552 Fax: _____

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.*

To Whom it May Concern:

Pursuant to the Pennsylvania Open Records Act, I hereby request the following records:

Colonial School Districts 2020-2021 academic year operating budget.

If possible, specific records related to the agenda and minutes from the most recent school board meeting would be ideal!

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge and is not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not. If these records exist in electronic format, I request that those electronic records be provided (not, for instance, that those electronic records be printed then digitized to create images of the printouts).

Thank you in advance for your anticipated cooperation in this matter. I look forward to

DO YOU WANT COPIES? ☐ Yes, printed copies (*default if none are checked*)

☒ Yes, electronic copies preferred if available

☐ No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? ☐ Yes (*may be subject to additional costs*) ☒ No

RTKL requests may require payment or prepayment of fees. See the [Official RTKL Fee Schedule](#) for more details.

Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☒ \$0.00.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$ _____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: *In most cases, a completed RTKL request form is a public record.*

More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Feb. 3, 2020