



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: _____ (Attn: AORO)

Date of Request: _____ Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Name: _____ Company (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Telephone: _____ 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.*

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)** ☐ **\$_____.**

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

To Whom it May Concern:

Pursuant to the Pennsylvania Right to Know Act, I hereby request the following records:

- * Any annual, quarterly or semesterly logs or reports that detail how often various school therapy services are provided to students. Please provide logs from the academic year beginning in 2014 through the present.
- * Any reports, logs, or other data that tracks average wait times for students who have sought help for mental health issues. Please provide logs from the academic year beginning in 2014 through the present.
- * The budget for mental health services for each year beginning in 2014 through the present.
- * Any reports, logs, or other data that tracks the number of mental-health related accommodations requested each school year, as well as the outcomes of those accommodation requests. Please provide records beginning in 2014 through the present.
- * Any and all policies related to mental health, including but not limited to policies governing leaves of absence (voluntary and involuntary) for students, as well as any logs or reports that note the voluntary and involuntary leaves of absences students have taken each year since 2014.

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 receiving your response to this request within 5 business days, as the statute requires.

Aron Pilhofer