



REQUEST FOR INFORMATION

The North Penn School District recognizes that as a public body of the Commonwealth of Pennsylvania certain district documents are open for public inspection. Any member of the public may request the right to review and inspect specific public documents pursuant to the Pennsylvania Right-to-Know Act provided that said request is submitted in writing at North Penn's Educational Services Center, office of School/Community Engagement. This office will make every reasonable attempt to provide the requested information in a timely and considerate manner. Please refer to NPSD School Board Policy 1371 for guidelines.

Anyone requesting information must complete the following information:

Name: _____ **Date:** _____

Address: _____

E-Mail: _____

Day Phone Number: _____

Information Requested and Description: _____

Signature: _____

Forms should be sent to the NPSD Open Records Officer:

Dawn Johnston
401 East Hancock Street
Lansdale, PA 19446
215/757-3233
or e-mail at openrecords@npenn.org

Official Use Only:

_____ Public Document _____ Non-Public Document

Date Requested ___/___/___ Five-Day Deadline: ___/___/___

Extension Required ___Y___N Date Provided ___/___/___

Request Provided Via: _____

No. of pages
copied _____

Approved by: _____