

For Office Use
Date Received:

ANTIETAM SCHOOL DISTRICT
100 Antietam Road, Reading, PA
Telephone No. (610) 779-0554 Fax (610) 779-4424

Request for Public Records

In accordance with Antietam School District Policy 801 and Administrative Regulations 801-AR, 801-AR-1, and 801-AR-2, the following information is required to request any public record.

I. This request is to (circle one) access/procure copies of records. Note: a request to access records does not include a right to remove a record from the control or supervision of the Open Records Officer.

II. Requestor Information (All information must be legible)

Name of Individual: _____

Address: _____

Telephone Number: _____

III. Information Requested

All records requested must be identified and/or described in specific detail below. (Note: Each record request must be specific to one record. Multiple record requests are permitted but must be on separate forms.)

IV. Medium in which the record is requested (fees apply)

Photocopy or electronic scan/print (duplication)

Electronic mail

V. Fees

- a. Copies: 8 1/2" x 11" \$0.15 per page
 8 1/2" x 14" \$0.25 per page
- b. PC Diskette \$1.00 per disk
- c. Microfilm Actual cost including labor
- d. Postage Standard envelope by U.S. Mail – no charge
 All others – actual cost

Antietam School District Office Use Only

VI. Response to Request: Date of Response: _____

Your request for the stated record was received on _____

In response to your request, we submit the following:

_____ The public record you requested has been accepted and is being processed.
Please remit \$_____ payable by check to: "Antietam School District".

_____ We have determined that your request requires an extension of time due to the complicated nature of the assimilation of data. You should expect a response on our about _____.

_____ Your request has been denied for the following reason(s):

VI. Signature

Dr. Larry W. Mayes
Superintendent
Open Records Officer

Date

Antietam School District
100 Antietam Road
Stony Creek Mills
Reading, PA 19606
610-779-0554

cc: File