

HOPE for Hyndman Charter School Right-To-Know Request Form

Note: The HOPE for Hyndman Charter School has five business days to respond in writing to: (1) Grant the request; (2) Deny the request (citing the legal basis for denial/partial denial) or (3) Invoke a 30-day extension for certain reasons. The clock starts the day after this request form is received by Malynda Maurer. All applicable fees must be paid prior to receiving copies of Public Records. See Fee Structure on page 2 for details.

DATE REQUESTED: _____

NAME OF REQUESTER: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information.

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

(Note: Inspection must occur on premises in the presence of official. For the safety and security of all parties involved, the inspection of records may be video recorded by the official of HOPE for Hyndman Charter School.)

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

HOPE for Hyndman Office Use Only

OPEN RECORDS OFFICER: Malynda Maurer, CEO
HOPE for Hyndman Charter School
130 School Drive
Hyndman, PA 15545
Fax: (814) 842-6246
Email: openrecords@hyndmancharterschool.org

DATE RECEIVED: _____ 5-DAY EXPIRATION DATE: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST RESULT: FEE PAID: _____ (prepay if over \$100)

_____ Granted: Fulfilled Date: _____

_____ Partially Denied: Reason: _____

Part Granted: _____ Fulfilled date: _____

_____ Denied: Reason: _____

_____ 30 Day Extension: Reason: _____

Date Notification Sent: _____ BY: Email US Mail Fax In-Person