



## TIDIOUTE COMMUNITY CHARTER SCHOOL RIGHT TO KNOW PROCEDURES

In accordance with Pennsylvania's Right-to-Know Law, the Tidioute Community Charter School has established the following procedure to address all requests for open records.

### Procedure

Tidioute Community Charter School asks that all requests for records be made in writing on the required form and be submitted in person, by mail, fax, or e-mail to:

Attn: Mrs. Heather Cass, Open Records Officer

Tidioute Community Charter School

241 Main Street

Tidioute, Pa. 16351

Fax: (814) 484-3977

E-mail: [hcass@tidioutecharter.com](mailto:hcass@tidioutecharter.com)

### Response

Upon receipt of a written request for access to records, the charter school's Open Records Officer will respond to the request within five (5) business days from the date the written request is received. The Open Records Officer will provide one of the following responses:

- the Request for access requires redaction;
- the Request for access requires production of a Record that is stored in a remote location;
- the Request for access cannot be accomplished due to *bona fide* and specified staffing limitations;
- legal review is necessary to determine if the Record in question is a Public Record subject to access;
- the person requesting access to a Record has not complied with the Charter School's policies set forth herein;
- the requester refuses to pay applicable fees; or
- the extent or nature of the request precludes a response within the required time period.

## **Request Form**

The Pennsylvania Office of Open Records - Standard Right to Know Request Form can be found on the charter school website or may be requested from the charter school. Please use this form when submitting a Right-to-Know Request.

## **Fees**

A fee of 25 cents per page may be charged for copies of charter school records. Fees may also include the actual cost of postage, when records are mailed to the requester. The charter school may impose an additional fee for official certification of copies, if the certification is at the behest of the requester and is for the purpose of legally verifying the public records. The charter school may require pre-payment of estimated fees.

## **Appeals**

If the charter school denies a request, the requester may file an appeal with the Pennsylvania Office of Open Records within 15 business days of the charter school response or deemed denial. Appeals may be submitted to:

Commonwealth of Pennsylvania  
Office of Open Records  
Commonwealth Keystone Building  
400 North Street , 4th Floor  
Harrisburg, Pa. 17120-0225  
Ph: (717) 346-9903  
Fax: (717) 425-5343  
E-mail: [RTK-OOR@state.pa.us](mailto:RTK-OOR@state.pa.us)  
Website: <http://openrecords.state.pa.us>

For more information about the charter school's policies or procedures regarding public records, contact Mrs. Heather Cass, Open Records Officer, at (814) 484-3550.



## 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.*

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**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.