

**GARNET VALLEY SCHOOL DISTRICT
RIGHT TO KNOW REQUEST FORM**

Name: _____

Address where response may be sent: _____

Telephone #: _____

OPEN RECORDS OFFICER:

Board Secretary/Ms. Marge Brown
Garnet Valley School District
80 Station Rd.
Glen Mills, PA 19342

Description of records or documents for which you are requesting access:

In what medium would you like to receive this information (i.e., paper, electronic, etc.)?

Could not be provided because the records do not exist in that medium

Provided by

- Paper copy
 Electronic file
 Spread Sheet
 Other: _____

FOR DISTRICT USE ONLY

Date request received by ORO: _____

Date response due: _____

Extension date: _____ → Agreed to by requester? _____

Date Preliminary response sent: _____

Date Final response sent: _____

Notes: