

Right to Know

In compliance with the Pennsylvania Right To Know Law, the Lewisburg Area School District has adopted a Right To Know policy (LASD Policy #801, Public Records) To request a public record, please use the form below or contact the Public Records Officer:

Public Records Officer
Cathy Moser
1951 Washington Ave.
Lewisburg, PA 17837
570-522-3255
moser_c@lasd.us

Please note that some of these records are exempt. Exemptions, along with explanation of fees and disclosures can be found in Policy 801, by clicking on the District Policy link. The Lewisburg Area School District reserves the right to file an extension for any and all records requested. For more information on the Right To Know Law, please visit the state's Open Records Website.



pennsylvania

OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

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

NAME OF REQUESTOR : _____

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

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*