



RIGHT-TO-KNOW LAW REQUEST FORM

Pursuant to the Pennsylvania Right-to-Know Law (65 P.S. §§ 67.101–67.3104)

AGENCY INFORMATION

Agency: Northwood Academy Charter School
RTK Officer: Dr. Steven Yanni
Mailing Address: 4621 Castor Avenue
Philadelphia, PA 19124
Email Address: syanni@northwoodcs.org
Fax: (215) 289-5654

REQUESTOR INFORMATION

Name: _____
Organization (if applicable): _____
Mailing Address: _____
City, State, ZIP: _____
Telephone: _____
Email: _____

RECORDS REQUEST

Please describe the records sought with sufficient specificity to enable the School to identify them.

PREFERRED METHOD OF RESPONSE

Please check one.

- ☐ Email
- ☐ U.S. Mail
- ☐ In-Person Inspection
- ☐ Pick-Up

CERTIFICATION

I understand that this request is made pursuant to Pennsylvania's Right-to-Know Law and that certain records may be exempt from disclosure under state or federal law. I further understand that applicable duplication or postage fees may be charged before records are released.

Requestor Signature: _____

Date: _____

FOR AGENCY USE ONLY

Date Received:

RTKL Tracking Number:

Five-Business-Day Response Due:

Thirty-Day Extension Sent:

Disposition

- ☐ Granted
- ☐ Granted in Part
- ☐ Denied
- ☐ Records Do Not Exist
- ☐ Request Withdrawn

Date Response Issued:

Fees Assessed:

Staff Initials: