



# William Penn School District



A. Jeff Cuff  
Open Records Officer  
100 Green Avenue – Annex  
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## OPEN RECORDS 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/ZIP/COUNTY:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**RECORDS REQUESTED:**

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

**DO YOU WANT COPIES?** YES\_\_\_ NO\_\_\_

**DO YOU WANT TO INSPECT THE RECORDS?** YES\_\_\_ NO\_\_\_

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DO NOT WRITE BELOW THIS LINE

**OPEN RECORDS OFFICER (ORO):** A. Jeff Cuff

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE DATE:**