RIGHT-TO-KNOW REQUEST FORM

Extension of Time

Date:____________________________

Requestor:_______________________________________

Address:_____________________________________________________________________

Dear Requestor:

This acknowledges receipt on ______________ of your request for access to public records under the Pennsylvania Right-to-Know Law, as set forth in our request letter attached and incorporated as if repeated herein.

Your request for access is being reviewed and an extension of time to respond is necessary due to the reason noted below:

Section 902. Extension of Time

_____ (a) (1) the request for access requires redaction of a record in accordance with Section 706;

_____ (a) (2) the request for access required the retrieval of a record stored in a remote location;

_____ (a) (3) a timely response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;

_____ (a) (4) a legal review is necessary to determine whether the record(s) is/are record(s) subject to access under this act;

_____ (a) (5) the requestor has not complied with the agency’s policies regarding access to records;

_____ (a) (6) the requestor refused to pay applicable fees authorized by this act; or

_____ (a) (7) the extent or nature of the request precludes a response within the required time period.

I expect to respond to your request within thirty (30) days from the date of this letter. If access is granted, and you requested paper copies, I estimate the applicable fees owed will be:

Copy cost: ____________________
Certification: $5.00 per record certified
Postage: ____________________
Other Fees: ____________________
Total: ____________________

The Whitehall-Coplay School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap or because a person is a disabled veteran or a veteran of the Vietnam Era. This policy of non-discrimination extends to all legally protected classifications. Publication of this policy in this document is in accordance with State and Federal laws including Title IX of the Educational Amendments of 1972 Sections 503 and 504 of the Rehabilitation Act of 1973 and Title VI and VII of the Civil Rights Act of 1964. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, religion, national origin, or non-job related handicaps or disabilities.
I will set forth the actual fee cost in the letter granting access, and said costs shall be paid at or prior to my release of the record.

Respectfully,

CHRISTOPHER A. SCHIFFERT  
Open Records Officer  
Whitehall-Coplay School District  
2940 MacArthur Road  
Whitehall, PA  18052  
(610) 439-1431