

**Northgate School District**  
Open Records Officer  
591 Union Avenue  
Pittsburgh, PA 15202  
*Business Hours: 8:00 – 4:00 M - F*  
Fax: (412) 734-8008

**RIGHT-TO-KNOW REQUEST FORM**

DATE OF REQUEST: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the school district 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**

*Do not write below this line*

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**For Office Use only:**

**Right To Know Officer: Lauren Dowd**

**Date Request Received: \_\_\_\_\_ Date Response Due: \_\_\_\_\_**

**Date Response Remitted: \_\_\_\_\_**

**Request Approved/Denied \_\_\_\_\_**

**Extension Requested YES or NO \_\_\_\_\_**

**Explanation of Exemptions if Applicable:**

\_\_\_\_\_  
\_\_\_\_\_

**RECORDS PROVIDED** (copy attached) YES or NO

Costs for Duplication \$ \_\_\_\_\_ Cost for Postage \$ \_\_\_\_\_

DATE REQUEST COMPLETED \_\_\_\_\_

Signature \_\_\_\_\_  
(Open Records Officer)