



pennsylvania

OFFICE OF OPEN RECORDS

Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Fox Chapel Area School District (Attn: AORO)

Date of Request: June 17, 2019 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Mary Niederberger Company (if applicable): PublicSource

Mailing Address: 1936 Fifth Avenue

City: Pittsburgh State: PA Zip: 15219 Email: mary@publicsource.org

Telephone: 412-515-0064 office 412-527-3366 cell Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: *Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.*

I would like the following:

* The total compensation paid to Superintendent Gene Freeman, including but not limited to annual salary, benefits or bonuses for the 2018-19 school year.

~~*Any bonuses or incentive payments, and date or dates of payments, made to Superintendent Gene Freeman for meeting district goals (as provided in his contract) for the 2017-18 school year.~~

DO YOU WANT COPIES? Yes, electronic copies preferred if available
 Yes, printed copies preferred
 No, in-person inspection of records preferred (*may request copies later*)

Do you want certified copies? Yes (*may be subject to additional costs*) No
RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$_____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.
More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Nov. 27, 2018