



39 Thomas Free Drive, Kintnersville, PA 18930 ♦ Bucks County ♦ www.palisadessd.org ♦ 610.847.5131

RIGHT TO KNOW

Please complete the entire form* and submit to the:

Open Records Officer:

Lorie Olexson

39 Thomas Free Drive

Kintnersville, PA 18930

Date Requested _____

Description of the requested record (**Provide as much specific detail as possible so the district can identify the information*):

Please indicate medium preferred (if record exists in that form):

- Paper
- Electronic

Name and address of the individual receiving district's response:

Name: _____

Address: _____

Applicable fees may apply; requester will need to prepay if the fees to fulfill the request are expected to exceed one hundred dollars.

*The state Office of Open Records form may be used as an alternative to the district's form.

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.