
RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTER: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY(Required): _____

TELEPHONE
(Optional): _____

RECORDS REQUESTED: *Provide as much specific detail as possible so the agency 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

OPEN RECORDS OFFICER: Karen Schade, Principal/CAO
 School Lane Charter School
 3340 Tillman Drive
 Bensalem, PA 19020
 Fax: (215) 245-6058
 E-Mail: Kschade@schoollane.org

DATE RECEIVED BY SCHOOL LANE CHARTER SCHOOL:

SCHOOL LANE CHARTER SCHOOL FIVE (5) BUSINESS-DAY RESPONSE
DUE:

*If the requester wishes to pursue the relief and remedies provided for in the Right-to-Know Law, the request must be in writing. (Section 702.) Written requests need not include an explanation as to why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)

Right-to-Know Law Request Fee Structure

The Right-To-Know law requires the establishment of a fee structure. The School Lane Charter School establishes the following fee structure in accordance with the Law and has derived this structure upon review of the Open Records Office's Recommended Structure. The Law requires that the Office of Open Records review the fee structure biannually. Any updates will be posted by School Lane Charter School.

Fee Structure

Record Type	Fee
Copies: (A "photocopy" is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5" x 11" page)	\$0.25 per page.
Certification of a Record:	\$1.00 per record. Please note that certification fees do not include notarization fees.
Specialized documents: (For example, but not limited to, blue prints, color copies, non-standard sized documents)	Actual Cost of School Lane Charter School
Facsimile/Microfiche/Other Media:	Actual Cost of School Lane Charter School
Conversion to Paper:	If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the Requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).
Postage Fees:	Fees for Postage May Not Exceed the Actual Cost of Mailing to the School Lane Charter School
Other Allowable Fees:	Actual Cost to School Lane Charter School

Please Also Be Advised in regard to the Right-to-Know Law Fee Structure

Statutory Fees: If a separate statute authorizes the School Lane Charter School to charge a set amount for a certain type of record, the School Lane Charter School may charge no more than that statutory amount.

Inspection of Redacted Records: If a Requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the School Lane Charter School shall redact the non-public information. School Lane Charter School may not charge the Requester for the redaction. However, the School Lane Charter School may charge for the copies it must make of the redacted material in order for the Requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the Requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If School Lane Charter School offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a Requester, the School Lane Charter School may establish user fees specifically for the provision of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a Requester as required by the Right-to-Know Law. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof. The user fees for enhanced electronic access must be reasonable, must be pre-approved by the Office of Open Records and shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. Any request is to be submitted to the:

Office of Open Records
400 North Street
Harrisburg, PA. 17120

Fee Limitations: Except as otherwise provided by statute, the law states that **no other fees may be imposed** unless the School Lane Charter School necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for a review of a record to determine whether the record is a public record, legislative record or financial record subject to access. No fee may be charged for searching for or retrieval of documents. School Lane Charter School may not charge staff time or salary for complying with a Right-to-Know request.

Prepayment: Prior to granting a request for access, the School Lane Charter School may require a Requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

Once the request is fulfilled and prepared for release, the Office of Open Records recommends that the School Lane Charter School obtain the cost of the records prior to releasing the records. This recommendation is designed to avoid situations in which the School Lane Charter School provides the records and the Requester fails to submit payment.