



## REQUEST FOR INFORMATION

The North Penn School District recognizes that as a public body of the Commonwealth of Pennsylvania certain district documents are open for public inspection. Any member of the public may request the right to review and inspect specific public documents pursuant to the Pennsylvania Right-to-Know Act provided that said request is submitted in writing at North Penn's Educational Services Center, office of School/Community Engagement. This office will make every reasonable attempt to provide the requested information in a timely and considerate manner. Please refer to NPSD School Board Policy 1371 for guidelines.

**Anyone requesting information must complete the following information:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Day Phone Number:** \_\_\_\_\_

**Information Requested and Description:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

*Forms should be sent to the NPSD Open Records Officer:*

Stephen Skrocki  
401 East Hancock Street  
Lansdale, PA 19446  
215-853-1010

Or e-mail to Mr. Skrocki at [OpenRecords@npenn.org](mailto:OpenRecords@npenn.org)

**Official Use Only:**

\_\_\_\_\_ Public Document      \_\_\_\_\_ Non-Public Document

Date Requested \_\_\_/\_\_\_/\_\_\_      Five-Day Deadline: \_\_\_/\_\_\_/\_\_\_

Extension Required \_\_\_Y\_\_\_N      Date Provided \_\_\_/\_\_\_/\_\_\_

Request Provided Via: \_\_\_\_\_

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