

# SPRING-FORD AREA SCHOOL DISTRICT

857 South Lewis Road ^ Royersford, PA 19468 ^ (610)-705-6000 ^ [www.spring.ford.net](http://www.spring.ford.net)

## Standard 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: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Records Requested:

Please provide as much specific detail as possible.


Do you want paper copies?\*                       Yes                       No

\*Copy jobs of more than 10 pages are subject to a .25¢ per page cost

Do you want to inspect the records?                       Yes                       No

Do you want certified copies of records?                       Yes                       No

Open Records Officer: Mr. Robert W. Rizzo, Superintendent  
857 South Lewis Road, Royersford, PA 19468  
610-705-6220 Phone; 610-705-6244 Fax  
[rrizz@spring-ford.net](mailto:rrizz@spring-ford.net)

Appeals Office, PA Office of Open Records:  
Office of Open Records  
333 Market Street, 16th Floor  
Harrisburg, PA 17101-2234

Date Received by School District: \_\_\_\_\_

Five (5) Day Response Due: \_\_\_\_\_