

**GARNET VALLEY SCHOOL DISTRICT  
RIGHT TO KNOW REQUEST FORM**

Date Requested: \_\_\_\_\_

Name: \_\_\_\_\_

Address where response may be sent: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

OPEN RECORDS OFFICER: Board Secretary/Ms. Marge Brown  
Garnet Valley School District  
80 Station Rd.  
Glen Mills, PA 19342

Description of records or documents for which you are requesting access:

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

In what medium would you like to receive this information (i.e., paper, electronic, etc.)?

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

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**FOR DISTRICT USE ONLY**

Could not be provided because the records do not exist in that medium

Provided by      Paper copy  
                         Electronic file  
                         Spread Sheet  
                         Other: \_\_\_\_\_

Date request received by ORO: \_\_\_\_\_

Date response due: \_\_\_\_\_

Extension date: \_\_\_\_\_ → Agreed to by requester? \_\_\_\_\_

Date Preliminary response sent: \_\_\_\_\_

Date Final response sent: \_\_\_\_\_

Notes: