

Right to Know Requests

Forbes Road Area School District
159 Red Bird Drive
Waterfall, PA 16689

Phone: (814) 685-3866
Fax: (814) 685-3159

For specific questions regarding Right-to-Know, please contact:

Mr. Mark Loucks- Superintendent of Schools / Right to Know Officer

E-mail: mloucks@frsd.info

PA Office of Open Records may be contacted by telephone or email at:

Phone: 717-346-9903
E-mail: OpenRecords@state.pa.us

Forbes Road Area School District's Right-To-Know Policy, Procedures & Information

What information is public information?

In accordance with the Pennsylvania Right-to-Know Act (Act 3 of 2008) all records maintained by the Forbes Road Area School District are public records, unless the records are (a) specifically exempted by Section 708 of Act 3, (b) exempted by another state or Federal law, and/or (c) exempted by a judicial decree or order.

How do I request public information?

To request a public record complete a Right-To-Know Request Form, and submit this to the Open Records Officer. Requests for information may likewise be directed to the Open Records Officer via e-mail, fax or telephone, or the request may be delivered to the District Office. But please note... while the District may fill anonymous or verbal requests for information, relief and remedies under the Act are available only to persons submitting a written request for information. Please refer to school board policy 801 for additional information.

Who is the Open Records Officer for the Forbes Road Area School District?

The Open Records Officer for the Forbes Road Area School District is Mr. Mark Loucks, Superintendent. He may be contacted by:

E-mail: mloucks@frsd.info

Phone: 814-685-3866

FAX: 814-742-9049

US Mail: 159 Red Bird Drive

Waterfall, PA 16689

What happens after I submit a request for public information?

All requests for information are filled in accordance with the Pennsylvania Right-to-Know Act (Act 3 of 2008). Most notably, a response to each request will be provided within five business days of the filing of the request. If a request is denied by the Open Records Officer, a reason(s) for the denial will be provided, with information on how to appeal the decision of the Open Records Officer.

Does the District charge a fee for this service?

The District does not charge a fee to locate the public information (i.e., employee time), but the District does charge nominal duplication fees as approved by the Pennsylvania Office of Open Records. In addition, the District charges actual postage fees if the public information is mailed to the requestor. Per the Act, the District reserves the right to require pre-payment of fees when fees are estimated to exceed \$100, and the District reserves the right to waive any fee.

How do I appeal a decision of the Open Records Officer?

An appeal of the decision of the Open Records Officer must be filed with the Pennsylvania Office of Open Records within fifteen (15) business days of the date of denial. All appeals may be forwarded to:

Appeals Officer, Montgomery County
Pennsylvania Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

The Office of Open Records may be contacted by telephone at 717-346-9903, or by e-mail at OpenRecords@state.pa.us.