



Right-to-Know Request Form

Date requested: _____

Submitted via: Email U.S. Mail Fax In-person

Name of requestor: _____

Street address: _____

City, State and County *(required)*: _____

Phone *(optional)*: _____ Email *(optional)*: _____

Record(s) requested *(please be as specific as possible to assist in properly identifying the information / requestors may attach additional descriptive information)*: _____

Please indicate your preference for the following:

Do you want copies of the record(s): Yes No

Do you want to inspect the record(s): Yes No

Submit completed form to:

Amanda Hartle, Public Records Officer

North Hills School District

135 Sixth Avenue

Pittsburgh, PA 15229

Email: hartlea@nhsd.net

Phone: 412-318-1014

Fax: 412-318-1084

In compliance with the Right-to-Know Law, Act 3 of 2008, the North Hills School Board revised its policy regarding Public Records in November 2008. North Hills School District Policy 801: Public Records is available on the district's website: www.nhsd.net.

For North Hills School District use only:

Date Received: _____ Five-day response due: _____