



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:

Heather Pelat, Public Records Officer

North Hills School District

135 Sixth Avenue

Pittsburgh, PA 15229

Email: pelath@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: _____