

**CENTRAL DAUPHIN SCHOOL DISTRICT**

District Administration Office  
600 Rutherford Road  
Harrisburg, PA 17109  
Telephone: (717) 545-4703  
Fax: (717) 657-4999  
openrecordsofficer@cdschools.org



Aaron K. McConnell, MBA, CPA  
Open Records Officer

**Standard Right-To-Know Law Request Form**

Date Requested: \_\_\_\_\_ Submitted By: \_\_\_\_\_ Email \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person

Name of Requestor: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Records Requested: *Provide as much specific detail as possible so the agency can identify the record(s).*

DO YOU WANT COPIES? \_\_\_\_\_YES \_\_\_\_\_NO ELECTRONIC COPIES (if available) \_\_\_\_\_YES \_\_\_\_\_NO

DO YOU WANT CERTIFIED COPIES? \_\_\_\_\_YES \_\_\_\_\_NO

DO YOU WANT TO INSPECT THE RECORDS? \_\_\_\_\_YES \_\_\_\_\_NO

*RTKL requests may require payment or prepayment of fees. See the [Open Records Fee Schedule](#) for more details.*

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Date Received: \_\_\_\_\_

Date Response Due: \_\_\_\_\_

Cost to Requester: \$ \_\_\_\_\_

\_\_\_\_\_ Appropriate third parties notified and given an opportunity to object to the release of requested records.