



Otto-Eldred School District
143 R.L. Sweitzer Drive, Duke Center, PA 16729
(814) 817-1380 opt. 3 Fax (814) 817-4050

Matthew D. Splain, Superintendent
Jodi L. Flexman, Business Manager
Lindsay A. Burns, Director of Pupil Services & Spec. Ed.

Otto-Eldred Elementary School
5 N. Bennett St, Eldred, PA 16731
(814) 817-1380 opt. 1
Fax (814) 225-4917
Nichole M. Garthwaite, Principal
Kera D. Hendershot, School Counselor

Otto-Eldred Junior Senior High School
143 R.L. Sweitzer Dr, Duke Center, PA 16729
(814) 817-1380 opt. 2
Fax (814) 817-4050
Nicholas J. LaBella, Principal
Erin M. Jackson, School Counselor

RIGHT TO KNOW RECORDS REQUEST

PUBLIC INFORMATION AND RIGHT TO KNOW

The Otto-Eldred School District will provide public records in accordance with School Board Policy 801 and the Pennsylvania Right-to-Know Law.

Right to Know requests will only be fulfilled if submitted by a person who is a legal resident of the United States. Anonymous requests will not be fulfilled. We reserve the right to request proof of a requester's status in the form of submission of any or all of the following: a physical address, proof of legal status in the United States such as a social security number, copy of passport, driver's license or immigration documents.

DEFINITION OF PUBLIC RECORD

A record including financial record, of a local agency that:

- Is not exempt under Section 708 of Right-to-Know Law
- Is not exempt from being disclosed under any other Federal or State Law or regulation or judicial order or decree
- A record that is not protected by a privilege

OPEN RECORD OFFICER

The Business Manager shall be the Open Records Officer of the Otto-Eldred School District.

Open record requests can be submitted by completing a Right-to-Know Request Form (state Office of Open Records Form) via below methods:

- **In Person:** Otto-Eldred SD, 143 R.L. Sweitzer Drive, Duke Center, PA 16729
- **US Mail:** Otto-Eldred SD, 143 R.L. Sweitzer Drive, Duke Center, PA 16729
- **Phone:** 814-817-1380 (Opt 3)
- **Fax:** 814-817-4050
- **Email:** jflexman@ottoeldred.org

APPEALS

In the event that a requestor is denied release of record by the Open Records Officer, he/she may appeal within 15 business days to the state's Open Records Appeals Officer pursuant to section 1101 of the Right-to-Know Law.

Commonwealth Keystone Building
400 North St., 4th Floor, Harrisburg, PA 17120-0225
Fax: 717-425-5343
Email: openrecords@pa.gov