

PA VIRTUAL CHARTER SCHOOL  
RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:  E-MAIL  U.S. MAIL  FAX  IN-PERSON

NAME OF REQUESTER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

RECORDS REQUESTED: (\*Provide as much specific detail as possible so the agency can identify the information.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU WANT COPIES?  YES  NO

DO YOU WANT TO INSPECT THE RECORDS?  YES  NO

DO YOU WANT CERTIFIED COPIES OF RECORDS?  YES  NO

OPEN RECORDS OFFICER:

Julie Pufko  
Open Records Officer  
630 Park Avenue  
King of Prussia, PA 19406  
Fax: (610) 275-1719  
E-Mail: [openrecordsofficer@pavcsk12.org](mailto:openrecordsofficer@pavcsk12.org)

DATE RECEIVED BY CHARTER SCHOOL:

FIVE (5) BUSINESS-DAY RESPONSE DUE:

\*If the requester wishes to pursue the relief and remedies provided for in the Right-to-Know Law, the request must be in writing. (Section 702.) Written requests need not include an explanation as to why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)

