

## **Pennsylvania Leadership Charter School Right To Know Procedure**

Pennsylvania Leadership Charter School (PALCS) recognizes the importance of the public's right to access and procure copies of public records according to the provisions of the Right To Know Law effective January 1, 2009.

A record of PALCS is presumed to be a public record unless:

- It is exempt under Section 708 of the Right To Know Law
- It is exempt from being disclosed under any other federal or state law or regulation or judicial order or decree
- It is protected by privilege

PALCS will make public records available for access and duplication to a requester in accordance with law and administrative regulations. Any requester wishing to examine any public record of the school shall submit a request in writing (PALCS Written Request Form) to the Open Records Officer. Submission of this form may be made in person, by mail or e-mail.

The Open Record Officer will respond to the request as promptly as possible, but will not exceed five (5) business days from the date the written request is received. If the request is granted, the Open Records Officer will notify the requester in writing and will include access information. If the request is denied, whether in whole or in part, a written response will be issued.

A fee schedule has been established by PALCS and is available to the requester.

**Supporting Documents**  
Open Records Officer Information  
Right To Know Written Request Form  
Right To Know Fee Schedule