

Administration, 1511 Peach Street, Erie, PA 16501 ~ Phone (814) 480-5954 ~ Fax (814) 454-9859 ~ charterschool of excellence.org

RIGHT-TO-KNOW LAW

You have the right to request access to public records maintained by the Charter School of Excellence. Request for public records are to be made to the Open Records Officer. Requests may be oral or in writing and submitted to the person by mail, email or facsimile.

Regulations, policies, and procedures are the Right-to-Know form is available from the Open Records Officer located at 1511 Peach Street, Erie, PA or online at www.charterschoolofexcellence.org

The Charter School of Excellence Open Records Officer may be contacted at:

Dr. Nick Viglione, Chief Executive Officer
The Charter School of Excellence
1511 Peach Street
Erie, PA 16501
Telephone: 814-480-5954
Fax: 814-454-9859

nviglione@perseushouse.org

The Pennsylvania Office of Open Records may be contacted at:

Commonwealth of PA Office of Open Records Commonwealth Keystone Building 400 North Street, 4th Floor Harrisburg, PA 17120-0225 Telephone: 717-346-9903 Fax: 717-425-5343

General email: openrecords@pa.gov



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OPEN RECORDS REQUEST FORM

| Requester Name | : |
|-----------------|---|
| Mailing Address | • |
| Phone: | Email: |
| | Please identify or describe the records sought: |
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| | |
| | (Please attach an additional sheet of paper if necessary) |
| | Do you want copies: YES NO |
| | Do you want to inspect the records? YES NO |
| | Do you want certified copies of records? YES NO |
| D | ate of submitted request: |
| Si | gnature of Requester: |
| | For Open Records Officer |
| Date of Rece | eipt: 5 Day Response Date: |