

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

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

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

\*NOTE - E-mail request must be sent to **BOTH** the Superintendent  
([dlondon@smethportschools.com](mailto:dlondon@smethportschools.com)) and the Business Manager  
([sjordan@smethportschools.com](mailto:sjordan@smethportschools.com))

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

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

CITY/STATE/COUNTY/ZIP (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

**FOR AGENCY USE ONLY**

RIGHT TO KNOW OFFICER: \_\_\_\_\_

DATE RECEIVED BY THE AGENCY: \_\_\_\_\_

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE: \_\_\_\_\_

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*