



Laurel Highlands School District

304 Bailey Avenue, Uniontown, Pennsylvania 15401
(724) 437-2821 Fax (724) 437-8929 www.lhsd.org



Gary M. Brain, Ed.D
Superintendent

Gregory S. Hensh, C.P.A.
Business Manager

Lori DiCenzo, M.S.
Acting Director of Special Education
and Pupil Personnel Services

Randy L. Miller, M.Ed.
Director of Curriculum

Jessica Scott, M.Ed.
Director of Federal
Programs/ Data Analyst

Richard Barron
Chief of Police/Security
Attendance Officer/Discipline Review

Matthew P. Kalich, M.Ed.
Assistant Principal/PIMS Coordinator

Craig McKee
Supervisor of Buildings &
Grounds

Gerald Lofstead, M.A.
Food Service Director

RIGHT TO KNOW WRITTEN REQUEST FORM*

DATE REQUEST SUBMITTED: _____

TO: Mr. Gregory S. Hensh, Business Manager/ Open Records Officer
Laurel Highlands School District
304 Bailey Avenue
Uniontown, PA 15401

Request submitted:

- By EMAIL to: [henshg@lhsd.org]
- By FAX to: [724-437-8929]
- In PERSON
- By U.S. MAIL

Notice: Employees are directed to promptly forward requests for public records to the Open Records Officer

**NAME AND ADDRESS TO WHICH AGENCY'S RESPONSE SHOULD BE ADDRESSED:
(Required)**

TELEPHONE Number: _____ (Daytime Number where you can be reached)

EMAIL Address (Optional): _____

(Provision of your telephone number and/or email address will assist the agency in clarifying your request and could expedite the response)

RECORDS REQUESTED (Provide as much specific detail as possible so the agency can identify records containing the information you are seeking and fully respond) **(Attach additional sheets as needed):**

PLEASE CIRCLE:

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT COPIES OF THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

IF YOU HAVE REQUESTED COPIES, WHAT MEDIUM DO YOU PREFER? e.g., paper or on disk? **NOTE: Pursuant to the agency's fee schedule, fees may be required in connection with your request**

**If a requester wishes to pursue relief or remedies provided for in the Right to Know Act, the request for access to records must be in writing, addressed to the designated open records officer, include a name and address for the agency response and identify or describe records with sufficient specificity to enable the agency to ascertain what records are requested. Section 702-703, Right To Know Law.*

Office use only: Date of receipt of written request _____

Date of five business day initial response period expires _____