

TITUSVILLE AREA SCHOOL DISTRICT

RIGHT-TO-KNOW LAW

You have the right to request access to the Titusville Area School District's public records. Request for public records are to be made to the Open-Records Officer. Requests may be submitted in person, by mail, by email, or by facsimile. Requests may be oral or written, and may be made using the Titusville Area School District Public Records Request Form. The form is available from the Open-Records Officer (Superintendent's Office at the Titusville Area School District Administration Office listed below) or online at www.gorockets.org.

Additionally, requests may be made using the Pennsylvania Office of Open Records Uniform Request Form, available at www.openrecords.state.pa.us.

Regulations, policies, and procedures of the Titusville Area School District are available from the Open-Records Officer, in the Office of the Superintendent of Schools, or online at www.gorockets.org.

The Titusville Area School District Open-Records Officer may be contacted at:

Name: Karen E. Jez, Superintendent of Schools

Address: Titusville Area School District
301 East Spruce Street
Titusville, PA 16354

Phone: 814-827-2715, ext. 3410 or ext. 3411

Email: kjez@gorockets.org

Fax Number: 814-827-7761

The Pennsylvania Office of Open Records may be contacted at:

Address: Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

Phone: 717-346-9903

Email: www.openrecords@state.pa.us

Fax Number: 717-425-5343