



Otto-Eldred School District
143 R. L. Sweitzer Drive
Duke Center, PA 16729

(814) 817-1380 opt. 3 Fax 966-3911

Matthew D. Splain, Superintendent

Brenda K. Long, Business Manager

Otto-Eldred Elementary School
5 Bennett Street
Eldred PA 16731
(814) 817-1380 opt. 1 Fax 225-4917
Ryan A. McGinnis, Principal
Lindsay A. Burns, Assistant Principal
Kim S. Alfieri, Guidance Counselor

Otto-Eldred High School
143 R. L. Sweitzer Drive
Duke Center, PA 16729
(814) 817-1380 opt. 2 Fax 966-3911
Harley D. Ramsey, Principal
Lindsay A. Burns, Assistant Principal
Martha Wolf, Guidance Counselor

RIGHT TO KNOW RECORDS REQUEST

PUBLIC INFORMATION AND RIGHT TO KNOW

The Otto-Eldred School District will provide public records in accordance with School Board Policy 801 and the Pennsylvania Right-to-Know Law.

DEFINITION OF PUBLIC RECORD

- A record including financial record, of a local agency that:
- Is not exempt under Section 708 of the Right to Know Law
- Is not exempt from being disclosed under any other Federal or State Law or regulation or judicial order or decree
- A record that is not protected by a privilege

OPEN RECORDS OFFICER

The Confidential Secretary to the Superintendent shall be the open records officer of the Otto-Eldred School District.

Open record requests can be submitted by completing a Right-to-Know Request Form via an of the below methods:

- In Person: Otto-Eldred SD, 143 R.L. Sweitzer Drive, Duke Center, PA 16729
- Via US Mail: Otto-Eldred SD, 143 R.L. Sweitzer Drive, Duke Center, PA 16729
- Via Fax: (814)966-3911
- Via email: jflexman@ottoeldred.org

Right to Know Forms can be requested via any of the above mentioned methods or by phone at (814)817-1380, option 3. The Otto-Eldred SD will utilize the state Office of Open Records form.

APPEALS

In the event a requestor is denied release of a record by the Open Records Officer, he/she may appeal within 15 business days to the state's Open Records Appeals Officer pursuant to section 1101 of the Right to Know Law.

**Commonwealth Keystone Building
400 North St., Harrisburg, PA 17120-0225
4th Floor Fax: (717) 425-5343
Email: openrecords@pa.gov**