

The Right-to-Know Law

How to Submit a Request

Public records of Hampton Township School District (HTSD) are available for access by the public and duplication in accordance with the Right-to-Know Law and HTSD Board Policy.

How to Submit a Request

1. Requests for access to HTSD public records must be submitted on the Right-to-Know Request Form.
2. Each request must include the following information:
 - a. Identification or description of the requested record, in sufficient detail.
 - b. Medium in which the record is requested.
 - c. Name and address of the person to receive the District's response.
3. Completed Request Forms must be submitted to the HTSD Open Records Officer, Jeff Kline. Completed Request Forms may be submitted *in person* at the Hampton Township School District Administrative Offices, *via fax* (412-486-6674), by *email* to kline@htsd.org, or by mail to:

HTSD Open Records Officer
Jeff Kline
4591 School Drive
Allison Park, PA 15101