

HOW TO FILE A REQUEST

Right to Know requests, as outlined by the Right to Know Act of Pennsylvania, must be directed to the Methacton School District's Right to Know Officer and Assistant Superintendent, Dr. Jason Sorgini.

A Right-to-Know request may be filed in four ways. You can submit your request by:

1. Fax - 610-489-5019
2. Electronic mail - righttoknow@methacton.org
3. In person - Farina Education Center, 1001 Kriebel Mill Road, Eagleville, PA 19403 - Monday through Friday, 8 a.m. until 4 p.m.
4. U.S. Mail - Dr. Jason Sorgini, Assistant Superintendent, Methacton School District, 1001 Kriebel Mill Road, Eagleville, PA 19403

You must utilize the [PA Right to Know Request Form \(PDF\)](#) (To download as a Microsoft Word document, [click here](#)) and e-mail it to righttoknow@methacton.org, or mail it to Dr. Jason Sorgini at the Methacton School District, 1001 Kriebel Mill Road, Eagleville, PA 19403.

You should make sure that your request for records is **specific and concise**. Identify as specifically as you can the records you want, so that the District can quickly locate them and determine whether they are public record.

Please be advised that if you send an e-mail request or file a request in person, it does not speed-up the time that Methacton has to respond to your request. Responses will be made in five business days, whether placed in person or by mail.

For more information, please review [Board Policy 801: Public Records](#), or [click here to visit the website for Pennsylvania's Office of Open Records](#). You'll find details of the law, a citizen's guide and additional information.