

**Open Records Information**

**Central Westmoreland Career & Technology Center  
Open Records Request Form**

**Name:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

I, \_\_\_\_\_,

request copies of the following documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I request that copies be sent to me in the following manner:

- I plan to pick up copies, please notify me when ready
- Send information via facsimile to: \_\_\_\_\_
- Mail information to: \_\_\_\_\_

Signature of person requesting records: \_\_\_\_\_

Please refer to the attached fee schedule. Payment is required prior to receipt of records.

Fully complete this form and sign where indicated and return to:

**Central Westmoreland Career & Technology Center**  
**240 Arona Road**  
**New Stanton, PA 15672-9411**  
**Attn: Open Records Officer**

Each request must include the identification of the requested record in sufficient specificity to assist the school in determining what record is requested, the medium in which the record is requested and the name and address of the person to receive the School's response. Verbal and anonymous requests will not be accepted.

Requests must be made between the normal business hours of 8:00 a.m. and 4:00 p.m. A complete copy of the policy may be obtained from the Administrator named below. Requesters may use the form provided by CWCTC or made available at our website:

[www.cwctc.org](http://www.cwctc.org)

Written exceptions to a denial for access to a record may be filed with the Chief School Administrator, Dr. Luanne Matta (Westmoreland Intermediate Unit, 102 Equity Drive, Greensburg, PA 15601) within 15 business days of the mailing date of the denial. The determination of the CSA shall be the final order of CWCTC.

Requests will be reviewed and responded to within 5 business days. Exceptions to the 5 days may occur if the request requires redaction of the record, retrieval of the record from a remote location, specified staffing limitations, a legal review to determine if the request is subject to public access under the Right-to-Know Law, the requester has not supplied the information necessary to retrieve the record or the requester refuses to pay the applicable fees.

The following may be assessed.

Postage: Actual cost for mailing, exceeding a single postage stamp

Duplication: \$.25 per side copied

Certification Fee: \$10.00

Record Inspection: No Fee

Conversion to Paper: Cost for duplication

Clerical Services: Average of secretarial staff regular hourly rate

Electronic Medium: Cost for the medium, unless provided by the requester

Enhanced Electronic Access is not available or provided

**\*\* Open record's officer for Central Westmoreland CTC is: Brad Elwood**