

KEYSTONE SCHOOL DISTRICT

District Office
451 Huston Avenue
Knox, PA 16232

Phone: 814-797-5921
Fax: 814-797-2382



MEMO

TO: All Requestors of Documents Held by Keystone School District

FROM: Vernon F. Lauffer—Open Records Office of Keystone School District

DATE: January 1, 2009

As of January 1, 2009, the Commonwealth of Pennsylvania has mandated new regulations as pertaining to the disclosure of records held by Keystone School District. To familiarize yourself with these new regulations or to get in touch with an Appeals Officer, please refer to the following website: "<http://openrecords.state.pa.us>".

To formally request documents, you must utilize the Official Request Form as found our website, "keyknox.com" and send your properly completed request form to Vernon F. Lauffer via one of the following four options:

Email	vlauffer@keyknox.com
U.S. Mail	Keystone School District 451 Huston Avenue Knox, PA 16232
Fax	(814) 797-2382
In-Person	District Office 451 Huston Avenue Knox, PA 16232

You can expect a response to your request within 5 business days.