



Open Records Officer
 Big Spring School District
 45 Mt Rock Rd, Newville PA 17241
 717-776-2000 phone
 717-776-4428 fax
 www.bigspringsd.org

Date of Request:	
Requester's Name:	
Requester's USPS Address:	
Requester's Email:	
Requester's Phone #:	
Date of Request:	

I request inspection duplication (check applicable boxes) of the following **existing** record(s). *Important: You must identify or describe the records with sufficient specificity to enable the school district to determine which records are being requested. Use additional sheets if necessary.*

I certify that I am a legal resident of the United States:

Signature of Requester	
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This request may be submitted in person, by mail, email or by facsimile to:
 Rick Kerr, Open Records Officer, Big Spring School District
 45 Mt Rock Rd, Newville PA 17241
 717-776-2000
 717-776-4428 (fax)

To be completed by school district:

Request Reference # _____
 Date Received: _____
 Date Five (5) Response Due: _____

Action Taken:

- Approved Date of Approval
- Denied Date notice mailed
- Denied Date notice mailed
- Additional Review