

Right-To-Know Response Form – Granted In Part/Denied In Part

Date

Citizen Name
Address
Telephone Number

Dear [**Citizen**],

Thank you for writing to the Moon Area School District with your request for information pursuant to the Pennsylvania Right-To-Know law.

On [**date received by agency**], you requested [**description of information requested, or restate their request**]. Your request is granted in part and denied in part as follows. Your documents are enclosed.

However, the **Moon Area School District** has withheld information that is exempt from disclosure by law. We redacted [**Describe redacted information: Examples....social security number, academic transcripts, medical information, or other exemptions**] as outlined in Section 708(b).

This information is exempt from disclosure under [**CITE applicable section of the law. If precluded from release by other state or federal law, rule or regulation, you must cite to that legal authority.**]

You have a right to appeal this denial of information in writing to Terry Mutchler, Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal you must do so within 15 business days of the mailing date of the agency's response, as outlined in Section 1101. If you have further questions, please call [**Open Records Officer**]. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Respectfully,

OPEN RECORDS OFFICER NAME
Director of Fiscal and School Services

Enclosure(s)