

**COMMUNITY COLLEGE OF PHILADELPHIA
RIGHT-TO-KNOW REQUEST FORM**

Send Request to Right to Know Officer
Community College of Philadelphia
1700 Spring Garden Street
Room M2-3
Philadelphia, PA 19130
Email: RTK@ccp.edu

DATE REQUESTED:

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR : _____

STREET ADDRESS : _____

CITY/STATE/COUNTY : _____

E-MAIL ADDRESS : _____

TELEPHONE (Optional): _____

RECORDS REQUESTED:

**Provide as much specific detail as possible so the agency can identify the information.*

DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE: