

UNION CITY AREA SCHOOL DISTRICT

RIGHT-TO-KNOW LAW

You have the right to request access to the public records of the Union City Area School District. Request for public records are to be made to the Open Records Officer (or the Alternate Open Records Officer in the absence of the Open Records Officer). Requests may be submitted in person, by mail, by e-mail, or by facsimile. Requests may be oral or written, and may be made using the Union City Area School District Public Records Request Form. The form is available from the Open-Records Officer, in the District Administration Office, or online at www.ucasd.org.

Additionally, requests may be made using the Pennsylvania Office of Open Records Uniform Request Form, available at www.openrecords.state.pa.us.

Regulations, policies and procedures of the Union City Area School District are available from the Open Records Officer in the District Administration Office, or online at www.ucasd.org.

Contact Information:

OPEN RECORDS OFFICER

Ann Sill
107 Concord Street
Union City, PA 16438
E-mail: asill@ucasd.org
Phone: 814-438-3804, ext. 5454
Fax: 814-438-2030

ALTERNATE OPEN RECORDS OFFICER

Janet Gregor
107 Concord Street
Union City, PA 16438
E-mail: jgregor@ucasd.org
Phone: 814-438-3804, ext. 5453
Fax: 814-438-2030

The Pennsylvania Office of Open Records may be contacted at:

Address: Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, Plaza Level
Harrisburg, PA 17120-0225

Phone: (717) 346-9903

E-mail: openrecords@state.pa.us