

## APPENDIX 2

### REQUEST SUBMISSIONS

The school's Right-to-Know Law request form is available at the web site at [www.casa-arts.org](http://www.casa-arts.org).

Right-to-Know Law record requests may be submitted using any of the following delivery methods:

1. In person – At the school's administrative office located at 150 Strawberry Square, Harrisburg, PA 17101 on any business day during regular business hours.
2. By regular mail – Sent to the attention of the Open Records Officer at the school administrative office located at 150 Strawberry Square, Harrisburg, PA 17101.
3. By facsimile – Sent to the attention of the Open Records Officer at the following facsimile number: 717-732-8451. A written request sent via facsimile will not be considered submitted until a complete, accessible, and legible copy of the facsimile is received by the Open Records Officer.
4. By e-mail – Sent to the attention of the Open Records Officer at [twendling@casa-arts.org](mailto:twendling@casa-arts.org). An e-mail will not be considered submitted until a complete, accessible, and legible copy of the e-mail is received by the Open Records Officer.