

Right-to-Know *Open Records Information*

Welcome to Esperanza Cyber Charter School's Right-to-Know website, established in compliance with the Pennsylvania Right to Know law. This new law guarantees United States citizens ready access to the public records of public institutions such as Esperanza Cyber Charter School. This website is designed to provide the information necessary to request information from the school.

REQUESTING INFORMATION: If you wish to request charter school information that is available, or "open", to the public, please use the school's "[Right to Know Request form](#)" or the form provided by the Pennsylvania Office of Open Records. One of these prescribed forms must then be submitted, in a written or typed format, to Esperanza Cyber Charter School's Open Records Officer. This request may be done:

In person: At Esperanza Cyber Charter School's main office at 4261 N. 5th Street, 2nd Floor, Philadelphia, PA during regular business hours of 7:45 am until 3:45 pm, Monday through Friday.

By regular mail: Sent to the attention of the Open Records Officer at: Esperanza Cyber Charter School's Charter School
4261 N. 5th Street, 2nd Floor
Philadelphia, PA 19140

By facsimile: Sent to the attention of the Open Records Officer at the following facsimile number 215-457-4381. A written request sent via facsimile will not be considered submitted until a complete and legible copy of the facsimile is received by the Open Records Officer.

By e-mail: Sent to the attention of Open Records Officer at openrecords@neacademy.net. An e-mail will not be considered submitted until a complete accessible copy of that e-mail is received by the Open Records Officer.

RESPONSE TIMELINE: Once the request is received, Esperanza has five (5) business days to respond to the request. At that point, Esperanza must identify whether it will grant access to the requested record, deny access to the requested record, partially grant and partially deny access to the requested record, or notify the requester of the need for an extension of time to fully respond. This additional time cannot exceed 30 days from the original date of the request.

INSPECTION OF MATERIALS: If the information is available, or "open" to the public, it will be made available for inspection to the requestor at Esperanza Cyber Charter School, during regular business hours of 7:30 am until 4:30 pm, Monday through Friday. The law requires that the school provide the information, for inspection, in the form that it is originally stored.

FEES FOR MATERIALS: All fees for services related to the Open Records Act are set by the Commonwealth. They can be obtained [here](#).

MATERIAL THAT IS NOT PUBLIC: There is school information that is not public. This information includes, but is not limited to, the following:

- Business and financial matters such as pre-award bid information and insurance communications
- Curriculum and academic material including student academic records.
- Facilities and school buildings information that could jeopardize the safety and security of those facilities.
- Employee information including medical, performance, and personal identification of the employees.
- Investigative materials including complaints submitted to the district, working papers of an audit,
- Labor Relations Information including grievances, negotiations working materials
- Pre-Decisional Deliberations including internal, pre-decisional deliberations by and between the district, its school board members and/or employees relating to budget recommendations, legislative proposal or amendment, contemplated or proposed policy or course of action or any research, memos or other documents used in pre-decisional deliberations.
- Privileged Communications with Professionals includes all attorney-client privileged information, as well as communications between student and a school nurse, guidance counselor or other district personnel protected by 42 Pa. C.S.A. 8550.
- Real Estate Appraisals including appraisals, engineering or feasibility estimates, environmental reviews, audits or evaluations made for or by the district relative to the leasing, acquiring or disposing of real estate or an interest in real property; or the estimates for the purchase of public supplies related to real estate transactions that are given as part of a pre-decisional deliberation.
- Student information including academic, medical and personal identification information.
- Computer Technology Information including that information that could likely jeopardize computer security or make the district vulnerable, technologically.
- Confidential/Secret or Proprietary Information shall be excluded if the district has obtained an official statement from the owner of the secret/confidential proprietary information that identifies the document at the time the record was submitted to the district as being confidential/secret or proprietary
- Transcripts of Administrative proceedings not held in the public domain.

APPEAL OF DENIAL FOR ACCESS: If the request is denied, the citizen may appeal to the State Office of Open Records. This request must be made, in writing, within fifteen (15) business days. This written request must state the reason the requestor believes the information requested is a public record and state the reason the school has delayed or denied the request.

ADDITIONAL INFORMATION: To review Esperanza Cyber Charter School's Board of Director's policy and its administrative regulations related to the Right-to-Know Act click on the buttons, below.

IMPORTANT LINKS:

- [Esperanza's Right to Know Request Form](#)
- [Board of Director's Right to Know Policy](#)
- [Administrative Regulations](#)
- [Explanation of Fees](#)

CONTACT INFORMATION:

Esperanza Cyber Charter School's Right to Know Officer:

David Rossi
Esperanza Cyber Charter School
301 West Hunting Park Avenue
Philadelphia, PA 19140
(215) 457-3667, ext. 1123
openrecords@neacademy.net

Pennsylvania's Office of Open Records:

Physical Address:

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

Mailing Address:

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Phone: 717-346-9903

Fax: 717-425-5343

Email: openrecrods@state.pa.us

Executive Director: Terry Mutchler