

WALLINGFORD  SWARTHMORE  
SCHOOL DISTRICT

200 SOUTH PROVIDENCE ROAD, WALLINGFORD, PENNSYLVANIA 19086-6334  
PHONE (610) 892-3470 EXT. 1405 FAX (610) 892-3497

**REQUEST FOR INFORMATION**

This form is being provided under the provisions of Act 3 of 2008 in response to your request for information. The completed request can be submitted in the following ways:

In person or by mail to: Open Records Officer  
Wallingford-Swarthmore School District  
Human Resources Department  
200 South Providence Road  
Wallingford, PA 19086

By Fax to: 610-892-3497  
Attention: Open Records Officer

**REQUESTER INFORMATION**

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Description of request (provide as much specific detail as possible so the agency can identify the information):**

Do you want copies? Yes or No  
Do you want certified copies of records? Yes or No

Requests for Information may also be submitted on Pennsylvania's Office of Open Records form at <http://openrecords.state.pa.us>.