



## **Instructions for completion of the *Optional* Right to Know Request Form**

This **optional** Right to Know request form will be used within the Department of Education to organize and process requests in the order they are received. The form will help our department manage requests from the explicit details you provide. The more information that can be provided will help ensure our department is fulfilling your request accurately. If a request needs to be clarified, someone will be in contact with you. At any time, if you have any questions, please reach out to our contact below. Please note, if you do not wish to fill out the following form, Right to Know requests can still be submitted to the department via mail or e-mail.

### **Section 1: Requester Information**

- **Requester** – Indicate the Point of Contact's (POC) full name.
- **Organization**– Indicate the agency requesting this data. Please spell out names, do not use acronyms.
- **Phone/E-mail** – Indicate the POC phone number and e-mail.

### **Section 2: Request Description**

- **Detailed Description** – Provide in-depth information on the type of information to be provided. The more detailed the description the better the department will be able to assist you. Keep in mind there are privacy laws that our division will have to follow as well.
- **Date Submitted** – Indicate the date the form is submitted so the Department can accurately track the request.

## **Chapter 91-A**

### **ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS**

#### **Section 91-A:1**

91-A:1 Preamble. – Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.

Source. 1967, 251:1. 1971, 327:1. 1977, 540:1, eff. Sept. 13, 1977.

Email completed forms to [RightToKnow@doe.nh.gov](mailto:RightToKnow@doe.nh.gov)

Please call our main office at 603-271-3494 with any questions

New Hampshire



Email completed forms to  
RightToKnow@doe.nh.gov

### Section 1 - Requester Information:

Requester information detailed below is used solely by Department of Education Staff to ensure that all Right to Know Requests received are answered completely and efficiently. This section is **optional** and not required.

Legal Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Section 2 - Request Description

Detailed Description of Information Requested:

Date Submitted: \_\_\_\_\_