



Pennsylvania Office of Open Records

Standard Right-to-Know Law Request Form

Please read carefully. Complete this form and retain a copy of **both** pages; this copy may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied. More information about the RTKL is available at <https://www.openrecords.pa.gov>. In most cases, a completed RTKL request form is a public record.

SUBMITTED TO AGENCY NAME: Mars Area School District (Attn: AORO)

Date Request Submitted: 4/13/26 Submitted via: ☒ Email ☐ U.S. Mail ☐ Fax ☐ In Person

PERSON MAKING REQUEST:

Full Name: Christopher M Lobo

Company (if applicable): _____

Please send response via: ☒ Email ☐ U.S. Mail

If you wish to obtain records that only exist in hard copy, or must be provided on an electronic storage device, you may be required to provide a mailing address to the agency. See Section 703.

Email: REDACTED

Mailing Address: REDACTED

City: REDACTED

State: REDACTED

Zip: REDACTED

Telephone: REDACTED

How do you prefer to be contacted if the agency has questions? ☐ Telephone ☒ Email ☐ U.S. Mail

By checking this box, I affirm that my full name and contact information is true and correct, and that I am a legal resident of the United States. I understand that failure to check this box may result in the denial of my request and the dismissal of any appeal filed with the Office of Open Records.

RECORDS REQUESTED: Provide as much detail as possible, including subject matter, time frame, and type of record sought. RTKL requests must seek records, not ask questions. Use additional pages if necessary.

SEE ADDITIONAL PAGES

*Form continues on page 2. Retain a copy of **both** pages.*

RECORDS REQUESTED (continued):

SEE ADDITIONAL PAGES

DO YOU WANT COPIES? ☐ Yes, printed ☒ Yes, electronic ☐ No, in-person inspection

Records shall be provided in the medium requested if they exist in that medium; otherwise, they shall be provided in the medium in which they exist. See Section 701. Your request may require payment or prepayment of fees. View the [Official RTKL Fee Schedule](#) for more details.

I understand that my request may incur fees. Notify me before further processing if fees will be more than ☒ \$100 (or) ☐ \$_____.

Do you want [certified copies](#)? ☐ Yes (may be subject to additional costs) ☐ No

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: ☐ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$_____

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

Retain a copy of both pages of this Form.

Pursuant to the Pennsylvania Right-to-Know Law, I request access to the following records:

1. All records, including letters, memoranda, and other written communications, sent by the Mars Area School District, its employees, School Board members, or authorized representatives to any Homeowners Association (HOA), including but not limited to Amherst Village, between January 1, 2025 and present, pertaining to on-street parking.
2. All records, including letters, memoranda, and other written communications, sent by the Mars Area School District, its employees, School Board members, or authorized representatives to any township officials, law enforcement agencies, or other governmental entities between January 1, 2025 and present, pertaining to on-street parking within any HOA.

All emails and electronic communications (including attachments) sent or received by employees of the Mars Area School District between January 1, 2025 and present containing any of the following keywords or keyword combinations:

"Blackrock" - "Amherst Village" - "Black rock" - "Amherst" or any combination of "HOA" AND "Parking" "Shelly" AND "Parking" "Ruby" AND "Parking"

4. Any records identifying Homeowners Associations that were issued warnings related to on-street parking, including but not limited to those referenced in the April 9, 2026 letter from the District's Director of Transportation.
5. A copy of the April 9, 2026 letter referenced above, including any identical, substantially similar, or derivative versions of that letter sent to any other Homeowners Associations or recipients.
6. Records sufficient to identify the bus numbers and routes serving Amherst Village or traveling on Blackrock Road for the 2024–2025 and 2025–2026 school years, including any records reflecting delays, late arrivals, or schedule deviations attributed to traffic conditions on Blackrock Road.
 - 6.a. To the extent such records exist, please provide any video recordings, including bus-mounted camera or dashcam footage, from buses traveling on Blackrock Road that correspond to any delays, incidents, or traffic conditions identified in response to Item 6.
 - 6.b. To the extent such records exist, please provide any communications to parents or guardians, including letters, emails, or notifications, reflecting that a student's arrival to school was delayed or late due to transportation issues associated with traffic conditions on Blackrock Road.
7. All records reflecting, referencing, or constituting approval, authorization, direction, or review of the April 9, 2026 letter by the Superintendent, School Board members, or any other supervisory personnel, including but not limited to emails, internal communications, draft documents, comments, or meeting materials.
8. Any meeting minutes, agendas, recordings, notes, or related meeting materials between January 1, 2025 and present that reference or discuss on-street parking within any Homeowners Association, including but not limited to Amherst Village, including materials from School Board meetings, committee meetings, and internal staff meetings.
9. Any records reflecting, referencing, or constituting evaluations, assessments, incident reports, complaints, or other documentation relied upon by the Mars Area School District in determining that on-street parking within any HOA created a safety concern for school transportation.
10. Any records reflecting, referencing, or constituting interpretations, administrative guidelines, amendments, or internal memoranda related to Board Policy 810, including any records discussing its application to roadway conditions, parking, bus access, or transportation within residential developments or Homeowners Associations.
11. Any records reflecting, referencing, or constituting amendments, interpretations, administrative guidelines, or internal memoranda related to Board Policy 810, including any records discussing or establishing requirements regarding parking restrictions, roadway usage, traffic conditions, bus access, or transportation within residential developments or Homeowners Associations.

Please treat each item in this request as a separate and independent request. The inability to fulfill any individual item should not be construed as a basis for denying the request in its entirety.

If any portion of this request is denied, please provide the specific legal basis for the denial. If fees are expected to exceed \$100, please notify me in advance.