



Clarion County Career Center

447 Career Lane Shippenville, PA 16254
814.226.4391 Fax 814.226.7350

OPEN RECORDS REQUEST PROCEDURES

As of January 1, 2009, the Commonwealth of Pennsylvania has mandated new regulations pertaining to the disclosure of records held by the Clarion County Career Center. To familiarize yourself with these new regulations, you may refer to: www.openrecords.pa.gov

To Formally Request documents, you must utilize the official request form (found on our website clarioncte.org or school office) and send your properly completed request form to:

US Mail Open Records Request
 Attn: Traci Wildeson, Director of CTE
 447 Career Lane
 Shippenville, PA 16254

Email twildeson@clarioncte.org

Fax 814-226-7350

In-person Clarion County Career Center
 447 Career Lane
 Shippenville, PA 16254

**PA Office of
Open Records** 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
 General Email: openrecords@pa.gov

You can expect a response to your request within 5 business days.