



**COMMUNITY COLLEGE  
OF ALLEGHENY COUNTY**

Office of the President  
Byers Hall  
808 Ridge Avenue  
Pittsburgh, PA 15212-6097  
Ph: 412.237.4413  
Fax: 412.237.4420  
www.ccac.edu

**VIA ELECTRONIC MAIL ([wally@zimolonglaw.com](mailto:wally@zimolonglaw.com))**

July 17, 2024

Walter S. Zimolong  
America First Legal  
353 W. Lancaster Avenue  
Wayne, Pennsylvania 19807

RE: Request for Records under the Pennsylvania Right to Know Law  
Interim Response

Dear Mr. Zimolong:

I am writing in response to your request for information from the Community College of Allegheny County ("CCAC" or the "College") under the Pennsylvania Right to Know Law ("RTKL") that was received by CCAC on July 17, 2024, and in which you requested certain academic records and other information relating to an individual by the name of Thomas Matthew Crooks.

Please be advised that CCAC will require additional time to respond to your request because the nature and extent of the request precludes a response by CCAC within the initial five business day response period. 65 P.S. §902(a)(7). In addition, legal review is necessary in order to determine whether any of the requested records are exempt from access under the RTKL, as well as to determine whether some or all of the records requested may require redaction in accordance with Section 706 of the RTKL. 65 P.S. §706; 902(a)(1), (4). CCAC anticipates providing you with a response to your request on or before August 16, 2024.

Notwithstanding the foregoing, given the circumstances under which your request is being made, we are able to confirm that the College's records show that an individual by the name of Thomas Matthew Crooks (DOB: 9/20/2003) attended CCAC during the period from September of 2021 until May of 2024, where he majored in Engineering Science. This individual graduated from CCAC with high honors on May 16, 2024, and was conferred an Associate in Science degree. In addition, based upon our preliminary review, the College has no records relating to any disciplinary, student conduct or security related incidents involving the identified individual.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Kelley".

Robert Kelley  
Associate General Counsel  
Open Records Officer



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