

## SCHOOL DISTRICT RECORDS EXHIBIT

### Application for Public Access to Records

To: Records Access Officer \_\_\_\_\_

Board of Education  
Manhasset Union Free School District  
200 Memorial Place  
Manhasset, New York 11030

I hereby apply to inspect only or inspect and request reproduction of the following record @ 25 cents per page: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge receipt of the reproduction of records.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

#### FOR OFFICE USE ONLY

Approved [ ]

Denied [ ] (for the reason(s) checked below)

- [ ] Confidential disclosure
- [ ] Part of investigatory files
- [ ] Unwarranted invasion of personal privacy
- [ ] Record of which this agency is legal custodian cannot be found.
- [ ] Record is not maintained by this agency
- [ ] Exempted by statute other than the Freedom of Information Law
- [ ] Other (specify) \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE:** You Have A Right To Appeal A Denial Of This Application To The Head of This Agency,

Superintendent of Schools  
Manhasset School District

Who Must Fully Explain His/Her Reasons For Such Denial In Writing Within Ten Days of Receipt Of An Appeal.

I hereby appeal \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_