

MANHASSET UNION FREE SCHOOL DISTRICT
200 Memorial Place, Manhasset, NY 11030
516-267-7724 – districtclerk@manhassetsschools.org

Application for Public Access to Records

To: Records Access Officer
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 records at 25 cents per page:

Name & Mailing Address: (Please Print) _____

Telephone Number: _____ Email: _____

Signature

Date

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 Union Free 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