



MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT

AT CENTEREACH

8-43RD STREET • CENTEREACH, NY 11720

631-285-8011 • 631-738-2719 (fax) • slarkin@mccsd.net

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Stephanie Larkin, District Clerk/Public Information Access Officer

Please PRINT all information, except signature. Thank you!

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

Name: _____

Address: _____

Telephone #: _____ E-mail address: _____

If the record is electronically available, may the response and/or records be sent via email to this address? _____

Signature: _____ Date: _____

I hereby acknowledge receipt of the reproduction of records:

Signature: _____ Date: _____

Mailing Address: _____

For School District 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 FOIL Act.
 - Other (specify) _____

(Signature) (Title) (Date)

NOTE: You have a right to appeal a denial of this application to the Supt. of Schools within 30 days of the denial. The Superintendent must fully explain the reasons for such denial in writing within ten business days of receipt of an appeal.

I HEREBY APPEAL:

(Signature) (Date)