

HAUPPAUGE PUBLIC SCHOOLS
Application for Public Access to Records

To: Records Access Officer
Board of Education
Hauppauge Union Free School District
Hauppauge, NY 11788

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

Signature: _____ Date: _____

Print Name: _____ Email: _____

Address:: _____ Phone: _____

If your request is for the release of a list or lists of names and addresses, please complete the following:

IN ACCORDANCE WITH PUBLIC OFFICER'S LAW §89(2)(B)(III), I CERTIFY
THAT THE INFORMATION REQUESTED WILL NOT BE USED FOR ANY
SOLICITATION OR FUNDRAISING PURPOSES.

Signature: _____ Date: _____

I hereby acknowledge receipt of the reproduction of records.

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: _____ Date: _____

Records Access Officer

NOTICE: You have a right to appeal a denial of this application to the head of this agency,
Superintendent of Schools
Hauppauge 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

Copy to Superintendent of Schools