South Colonie Central Schools
Application for Public Access to Records

TO: Records Access Officer, South Colonie Central Schools, 102 Loralee Drive, Albany, New York 12205.

I hereby apply to inspect the following record(s):

_________________________________________________________________________________________

Signature                                Date

Representing: ___________________________________________________________________________

Mailing Address: __________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

FOR AGENCY USE ONLY:

Approved:______ Copy(s) charge:___________ Search charge:___________

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 Act

________Other (see explanation)

Explanation:_______________________________________________________________________________

Signature                                Date

Title

Date

NOTICE: You have the right to appeal a denial of this application to the District Superintendent at 102 Loralee Drive, Albany, New York 12205, who must fully explain his reasons for such denial in writing within seven days of receipt of an appeal.

I hereby appeal:

Signature                                Date