

**SOUTH HUNTINGTON UNION FREE SCHOOL DISTRICT
HUNTINGTON STATION, NEW YORK 11746**

APPLICATION FOR PUBLIC ACCESS RECORDS

TO: Mrs. Judith A. Hammond, Records Access Officer
South Huntington Union Free School District
60 Weston Street, Huntington Station, NY 11746

Please check one option:

- I hereby request to inspect only the following record(s):
 I hereby request copies of the following record(s) at the cost of twenty-five cents per copy:

Name (Please Print)

Signature

Street

Date of Request (Today's Date)

Town

State

Zip Code

Company/Organization Representing (if any)

Telephone Number

APPROVED []

FOR AGENCY USE ONLY

DENIED (FOR REASON(S) INDICATED BELOW)

- [] Confidential Disclosure
[] Part of Investigatory File
[] 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
[] Request Doesn't Reasonably Describe Record(s) Requested
[] Other (Specify) _____

Signature

Title

Date

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY WITHIN THIRTY DAYS OF THE DENIAL TO:

**Dr. Thomas C. Shea, Superintendent of Schools
60 Weston Street, Huntington Station, New York 11746**

WHO MUST FULLY EXPLAIN HIS REASON FOR SUCH DENIAL, IN WRITING, WITHIN TEN DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

Signature

Date