APPLICATION FOR PUBLIC ACCESS TO RECORDS

There is a 25 cents charge per Xeroxed page or can be sent electronically

TO: RECORDS ACCESS OFFICER
   West Hempstead UFSD
   252 Chestnut Street
   West Hempstead, NY 11552

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

________________________________________

________________________________________

________________________________________

________________________________________

Signature

________________________________________

Mailing Address

________________________________________

FOR AGENCY 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 Act
   _____ Other (specify)________________________________________

________________________________________

Signature     Title     Date

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NOTICE: You have a right to appeal a denial of this application to the head of this agency.
   Superintendent of Schools
   West Hempstead UFSD
   252 Chestnut Street
   West Hempstead, NY 11552

   Chapter 22 of the Laws of 2005, requires that a public entity’s response to a FOIL request
   must be done within twenty business days.” The head of this agency must fully explain his/her
   reasons for any denial in writing twenty days of receipt of an appeal. Effective May 3, 2005.

I HEREBY APPEAL:

________________________________________

Signature     Date