

Appendix A: Application for Public Access to Records

To: District Clerk, Board of Education
Watervliet City School District
1245 Hillside Drive
Watervliet, NY 12189
bboardman@vlietschools.org

I hereby apply to ☐ inspect ☒ receive copies of the following record:

Signature

Date

Name: _____

Address: _____

Phone Number: _____

Email: _____

(For agency use only)

Application Approved : _____

Charge: \$ _____

Application Denied: _____

Reason Denied:

- _____ 1. Confidential disclosure
- _____ 2. Part of investigatory files
- _____ 3. Unwarranted invasion of personal privacy
- _____ 4. Records of which this agency is legal custodian cannot be found
- _____ 5. Record is not maintained by this agency
- _____ 6. Exempted by statute other than the Freedom of Information Act
- _____ 7. Other (specify): _____

Signature of Records Access Clerk or Designee

Date

NOTICE: You have the right to appeal a denial of this application in writing to the Superintendent of Schools, Watervliet City School District, 1245 Hillside Drive, Watervliet, NY 12189. The Superintendent of Schools must fully explain the reasons for such denial in writing within ten (10) days of receipt of an appeal.

I HEREBY APPEAL:

Signature

Date