



# APPLICATION FOR PUBLIC ACCESS TO RECORDS

115

**TO:** RECORDS ACCESS OFFICER/District Clerk  
City School District of New Rochelle  
Administration Building  
515 North Avenue  
New Rochelle, N.Y. 10801

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (where possible, furnish date, title, file designation, or other information to help identify the record).

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\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Representing Mailing Address

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**FOR DISTRICT USE ONLY**

- APPROVED
- DENIED: (for the reason(s) checked below)
  - Specifically exempted from disclosure by state or federal statute
  - If disclosed, would constitute an unwarranted invasion of personal privacy
  - If disclosed, would impair present or imminent contract awards or collective bargaining negotiations
  - Are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise, and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise
  - Are compiled for law enforcement purposes
  - If disclosed, could endanger the life or safety of any person
  - Are inter-agency or intra-agency materials
  - Are examination questions or answers which are requested prior to the final administration of such questions
  - If disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures
  - Are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-b of the vehicle and traffic law
  - Record is not maintained by this agency
  - Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date



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NOTICE: You have a right to appeal a denial of your request for records in writing to the Superintendent of Schools, City School District of New Rochelle, 515 North Avenue, New Rochelle, N.Y. 10801 (telephone No. 914-576-4200). Appeal must be received by the Superintendent of Schools within thirty (30) days after the denial from which such appeal is taken. The Superintendent of Schools shall inform the requester of his/her decision in writing within seven (7) business days of receipt of an appeal. If denied, the reasons for denial must be fully explained.

I hereby appeal:

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Signature

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Date

Regulation  
Approved: 1988  
Revised: Res. No. 10-50 – July 7, 2009

CITY SCHOOL DISTRICT OF  
NEW ROCHELLE  
New Rochelle, New York