

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Records Access Officer
Mahopac Central School District Central Offices
179 East Lake Boulevard
Mahopac, New York 10541-1666

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

Signature

Date

Representing

Mailing Address

FOR DISTRICT USE ONLY

APPROVED _____

DENIED (for the reason (s) checked 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

_____ Other (*specify*) _____

NOTICE: You have a right to appeal a denial of this application to **Dr. Dennis Creedon**, Superintendent of Schools, Mahopac Central School District, 179 E. Lake Blvd., Mahopac, New York 10541-1666, (845) 628-3415, who must inform you of his decision in writing within seven (7) days of receipt of an appeal and, if the appeal is denied, must explain the reasons for such denial.

I hereby appeal:

Signature

Date