

Freedom of Information Request

Directions:

Written Requests:

1. Address your request to: District Clerk, Port Chester-Rye Union Free School District, PO Box 246, Port Chester, New York, 10573.
2. Copy the text below into your letter and fill in the information that you are requesting.

E-mail Requests:

1. E-mail your request to: foil@portchesterschools.org .
2. Copy the text below into your new e-mail and fill in the information that you are requesting.
3. Please enter "FOIL Request" in the subject field
4. Copy the text below into your new e-mail and fill in the information that you are requesting.

Dear District Clerk:

- (1) Please mail / email the following records if possible [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:
- (2) Please advise me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies (please include as much detail about the records as possible, including relevant dates, names, descriptions, etc.):
- (3) Please inform me of the cost of providing paper copies of the following records (please include as much detail about the records as possible, including relevant dates, names, descriptions, etc.).
- (4) If all the requested records cannot be emailed to me, please inform me by mail / email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
- (5) If my request is too broad or does not reasonably describe the records, please contact me via _____ so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved, or generated.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

Name:

(No pseudonyms please)

Address: