MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER
Mount Pleasant Cottage School Union Free School District
1075 Broadway
P.O. Box 8
Pleasantville, NY 10570

I hereby apply to inspect the following record(s)

__________________________

Print Name
Signature
Date

Representing
Mailing Address

**************************************************************************
FOR SCHOOL DISTRICT USE ONLY

[ ] Approved Inspection       [ ] Approved for Copies ________  Cost $________

Total Received $________

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, Records Access Officer ____________________  Date ____________

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NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, who must fully explain his/her reasons for such denial in writing within ten (10) business days of receipt of an appeal.

Name ____________________________________  Business Address ____________________

I hereby appeal:

________________________________________  __________________________
Signature                            Date
