

LONGWOOD CENTRAL SCHOOL DISTRICT
APPLICATION FOR PUBLIC ACCESS TO RECORDS
FREEDOM OF INFORMATION LAW (FOIL)

To: Lillian M. Pizzolo, District Clerk, Longwood Central School District
35 Yaphank Middle Island Road, Middle Island, NY 11953
Tel. 631 345-2795 Fax 631 345-0144
lillian.pizzolo@longwoodcsd.org

I hereby apply to: (1) Inspect only _____; or (2) Request reproduction of the responsive records in hard-copy at 25 cents per page _____; or (3) Request electronic copies of the responsive records if such records can be sent via electronic transmission _____. **NOTE:** if the records cannot be sent via electronic transmission, a hard copy will be sent at 25 cents per page.

PLEASE BE AS SPECIFIC AS POSSIBLE WHEN IDENTIFYING THE REQUESTED RECORDS.

1. _____
2. _____
3. _____
4. _____

NAME (SIGNATURE): _____ TEL. # _____

NAME (PRINT): _____ FAX # _____

MAILING ADDRESS: _____ DATE _____

FOR OFFICE USE ONLY

APPROVED: _____ TOTAL CHARGE @ .25 PER COPY: _____

DENIED (for the reason(s) checked below): _____

- _____ Confidential disclosure
- _____ Unwarranted invasion of personal privacy
- _____ Disclosure would impair contract or collective bargaining negotiations
- _____ Trade secrets or maintained for the regulation of commercial enterprises which if disclosed would cause substantial injury to the competitive position of the subject enterprise
- _____ Compiled for law enforcement purposes which if disclosed would interfere with law enforcement investigations or judicial proceedings
- _____ Disclosure would endanger life and safety of any person
- _____ Inter-agency or intra-agency materials not cited in the statute
- _____ Examination questions or answers prior to administration
- _____ Computer Access Codes
- _____ Record of which this school district is legal custodian cannot be found
- _____ Record is not maintained by this school district
- _____ Exempted by statute other than the Freedom of Information Act
- _____ Other: _____

NAME TITLE DATE

NOTICE: You have the right to appeal (within 30 days) denial of this application to the Superintendent of Schools, Longwood Central School District, 35 Yaphank Middle Island Road, Middle Island, NY 11953, who must explain his/her reasons for such denial in writing within ten (10) business days of receipt of an appeal.