



Office of the District Clerk
154 Dosoris Lane, Glen Cove, NY 11542
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516-801-7037

Fax 516-801-7007

Application for Public Access to Records

To: Ida Johnson, District Clerk

Check one option:

- I hereby request to inspect only the following record(s):
- I hereby request copies of the following record(s) at the cost of twenty-five cents per copy:
- I certify that the purpose of the examination is not to obtain names or addresses for commercial or fundraising purposes:

Name (Please Print)

Signature

Street

Date of Request (Today's Date)

Town State Zip

Company/Organization Representing (if any)

Telephone Number

Email Address

FOR OFFICE USE ONLY

Approved

Denied (for Reason(s) Indicated Below):

- | | |
|---|---|
| <input type="checkbox"/> Confidential Disclosure | <input type="checkbox"/> Unwarranted Invasion of Personal Privacy |
| <input type="checkbox"/> Part of Investigatory File | <input type="checkbox"/> Record of which this agency is legal custodian cannot be found |
| <input type="checkbox"/> Record are not Maintained by this Agency | <input type="checkbox"/> Exempt by Statue other than the Freedom of Information Act |
| <input type="checkbox"/> Doesn't Reasonability Describe Request | <input type="checkbox"/> Other: _____ |

Signature

Title

Date

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

I hereby appeal: _____
Signature

Date