

Miller Place Union Free School District  
Miller Place, New York 11764  
**Board of Education Policy**

1120.F

APPLICATION FOR PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

Miller Place Union Free School District  
Miller Place, New York 11764  
Application for Public Access to Records

To: Records Access Officer: Board of Education  
Miller Place Union Free School District  
7 Memorial Drive  
Miller Place, New York 11764

From: \_\_\_\_\_  
(Name) (Please type or print legibly)  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip)

I hereby apply to inspect only or inspect and request reproduction of the following record at the proscribed fee:  
(Please type or print legibly) \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

**Notice:** The District's failure to provide a response within 5 working days of receipt of this request shall be deemed a denial of access to the record(s).

I hereby acknowledge receipt of the reproduction of records.

Representing: \_\_\_\_\_  
(Name) (Street) (City) (State) (Zip)

\_\_\_\_\_  
(Signature) (Date)

**For District Use Only**

Approved [ ]

Denied (for reason(s) marked below):

- [ ] Confidential disclosure
- [ ] Part of investigatory files
- [ ] Unwarranted invasion of privacy
- [ ] Record of which this agency is legal custodian cannot be found
- [ ] Record is not maintained by this agency
- [ ] Exempted by statute other than Freedom of Information Act
- [ ] Other (specify) \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Title) (Date)

**Notice:** You have a right to appeal a denial of this application to the Superintendent of Schools, Miller Place Union Free School District, 7 Memorial Drive, Miller Place, New York 11764, who may grant access or continue the denial. In case the denial is continued, the Superintendent will fully explain his/her reasons in writing within 10 working days of receipt of this appeal.

I hereby appeal: \_\_\_\_\_  
(Signature) (Date)

**Adopted:** 12/08/1994  
**Reviewed:** 02/13/2002 07/04/2004 11/09/2005 12/14/2014 11/14/2018  
**Revised:** 02/13/2002 07/04/2004 12/14/2005 01/29/2015 12/12/2018  
**Reviewed:** 11/17/2021  
**Revised:** 12/08/2021