

**APPLICATION FOR PUBLIC ACCESS TO DISTRICT RECORDS**

To: Records Access Officer [records@manhassetchools.org](mailto:records@manhassetchools.org)  
Manhasset Union Free School District  
200 Memorial Place  
Manhasset, New York 11030

**A.** I (Print Name) \_\_\_\_\_ hereby apply to inspect and/or obtain copies of the following record(s) at 25 cents per page. Please describe item(s):

\_\_\_\_\_ [please describe records sought]

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Telephone (H): \_\_\_\_\_ (M): \_\_\_\_\_

**B.** I hereby acknowledge receipt of the reproduction of records.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE:** The denial of a FOIL request, or portion thereof, may be appealed to: Records Access Appeals Officer, 200 Memorial Place, Manhasset, NY 11030 or [RecordsAccessAppeals@ManhassetSchools.org](mailto:RecordsAccessAppeals@ManhassetSchools.org) within thirty (30) days.

**C.** I hereby appeal the denial of my FOIL request for District records.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR DISTRICT USE ONLY**

**Approved [ ] Denied [ ] (for the reason[s] checked below)**

- [ ] The records requested cannot be located with reasonable effort.
- [ ] The request does not reasonably describe any District records.
- [ ] The District does not maintain or possess the records requested.
- [ ] The records sought cannot be found after a diligent search.
- [ ] Another law prohibits disclosure of the requested records.
- [ ] Disclosure would constitute an unwarranted invasion of privacy.
- [ ] Other \_\_\_\_\_

Signature / Title \_\_\_\_\_ Date \_\_\_\_\_