

SCHOOL DISTRICT RECORDS EXHIBIT

Application for Public Access to Records

To: Records Access Officer: Anthony Gagliano

Board of Education
East Islip Union Free School District
Islip Terrace, New York 11752

New York State Law does not require you to indicate the purpose for requesting access to records. However, we would, for our information, appreciate your completing the following:

I reside at:

and am:

- A parent of a child attending school in the East Islip Union Free School District
A resident of the East Islip Union Free School District
A taxpayer of the East Islip Union Free School District
Other

I hereby apply to inspect only or inspect and request reproduction of the following record(s) @ 25 cents per page: Student Name:

I request that the foregoing record(s) be made available to me on

(NOTE: Request submitted to the Administrative Office must be submitted at least five days prior to date documents are to be made available.)

I certify that the only purpose for which I shall use the information obtained from the above listed record(s) will be for a purpose appropriate to my status as:

- A parent of a child attending school in the East Islip Union Free School District
A resident of the East Islip Union Free School District
A taxpayer of the East Islip Union Free School District
Other

I further certify that I shall not use any information obtained from the above listed record(s) for any commercial or fundraising purposes and I agree not to reproduce the record(s) without written authorization from the Records Access Officer.

Signature Date
Telephone Number

I hereby acknowledge receipt of the reproduction of records.

Signature Date
Mailing Address

FOR AGENCY USE ONLY

Approved []

Denial []

Appeal []

Denied (for the reason(s) checked below)

- Confidential disclosure
- Part of investigatory files
- Unwarranted invasion of personal privacy/property
- 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 Law
- Other (specify) _____

Signature/Title _____ Date _____

APPEAL

NOTICE: You Have A Right To Appeal A Denial Of This Application To The Superintendent of Schools, East Islip Union Free School District, Craig B. Gariepy Avenue, Islip Terrace, NY 11752, Who Must Fully Explain His/Her Reasons For Such Denial In Writing Within Seven Days of Receipt Of An Appeal.

I hereby appeal _____
Signature Date

Adoption date: June 8, 1999
Revised: November 15, 2002