

**FREEDOM OF INFORMATION LAW (FOIL) REQUEST FOR RECORDS**

TO: Records Access Officer  
Medina Central School District  
One Mustang Drive  
Medina, NY 14103  
[jkuhn@medinacsd.org](mailto:jkuhn@medinacsd.org)

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS (Please be as specific as possible):

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Describe the medium that you would like to receive the documents in (i.e. paper, email, etc.):

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Representing

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

**FOR SCHOOL DISTRICT USE ONLY**

DATE REQUEST RECEIVED: \_\_\_\_\_ BY WHOM: \_\_\_\_\_

DATE ACKNOWLEDGEMENT LETTER SENT: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE MADE AVAILABLE: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

COPIES REQUESTED: YES \_\_\_ NO \_\_\_ NUMBER: \_\_\_\_\_ MEDIUM PROVIDED: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ CASH RECEIVED: \_\_\_\_\_

DENIED (for the reason(s) checked below)

- Confidential Records
- Unwarranted Invasion of Personal Privacy
- Record is not maintained by the School District
- Exempt under provisions of the Freedom of Information Act
- Exempt by Statutes other than the Freedom of Information Act
- Part of Investigatory Files
- Other (Specify) \_\_\_\_\_

DATE DENIAL SENT: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, Board of Education, One Mustang Drive, Medina, New York 14103 within thirty (30) days.