

Patchogue-Medford School District

**To: Theresa DeLeva, Records Access Officer
Patchogue-Medford Union Free School District
241 South Ocean Avenue
Patchogue, New York 11772
(631) 687-6300**

I hereby apply to inspect the following record: _____

Signature: _____ Date: _____

Representing: _____

Mailing Address: _____

FOR AGENCY USE ONLY

Approved: _____

Denied (for the reason(s) checked below):

- Confidential Disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Personal Privacy
- Record of Which This Agency is Legal Custodian Cannot be Found
- Exempted by Statute Other Than the Freedom of Information Act
- Question and Answer to an Exam Not Administered
- Computer Access Codes
- Name and/or Home Address of an Applicant for Appointment to Public Employment
- Information that if Disclosed would Endanger the Life or Safety of Any person
- Law Enforcement Document and Record
- Would Impair Current or Imminent Contract Awards or Collective Bargaining Negotiations
- Other

(Specify) _____

Signature: _____ Title: District Clerk/Records Access Officer

Date: _____

Notice: You have a right to appeal a denial to this application to:

Donna Jones, Ed.D., Superintendent of Schools
Patchogue-Medford Union Free School District
241 South Ocean Avenue
Patchogue, NY 11772

Who must fully explain his reasons for such denial in writing within ten (10) days of receipt of an appeal.

I hereby appeal:

Signature: _____ Date: _____