

RED HOOK CENTRAL SCHOOL DISTRICT
9 Mill Road, Red Hook, NY 12571

Phone: 845-758-2241
Fax: 845-758-3366



Janet Warden, Ed.D., *Superintendent*
Erin Hayes, Ed.D., *Assistant Superintendent for Personnel & Operations*
Bruce Martin, *Asst. Superintendent for Business*
Kitty Summers, Ed.D., *Asst. Supt. for Curriculum, Instruction & Staff Development*

Application for Public Access to Records

Dear Applicant:

We appreciate your taking the time to complete the application for access to records on the reverse side of this document. The information you provide helps us to locate the specific records you requested.

While it is our goal to meet your request as soon as possible, please understand that depending on the nature of your request or the current workload of the Records Access Officer, we may not be able to provide immediate or same-day service.

If you can specify clearly the document(s) you are seeking, please provide that information on the records access application form. This will enable our staff to assist you in a timelier fashion.

Depending on the nature of your request, photocopying of documents may be required to perform necessary redactions as recommended by school attorneys. Charges for photocopying may apply.

Please be assured that the Records Access Officer will make every effort to meet your request. However, as required by law, certain records are not available to the public. If your request cannot be met, an explanation will be provided. If you are not satisfied with that explanation, you may appeal in writing to the Appeals Officer.

Thank you for your patience and cooperation.

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Please provide the following records for inspection:

(Describe the record or records being sought, using dates or other information that may help to identify the record you are requesting. Please be as specific as possible.)

Please check one or more of the following:

_____ I apply to inspect the record(s).

_____ I request the reproduction of these records and understand that \$.25 per page will be charged.

_____ I request the records be provided to me electronically, if available.

Name of Requestor _____ Date _____

Mailing Address _____

Phone _____ Email _____

Signature of Requestor _____

For office use

- Received and investigating follow up procedures
- Approved
- Denied for the following reason(s):
- Record of which this agency is legal custodian cannot be found
- Unwarranted invasion of personal privacy
- Record is not maintained by this agency
- Exempt inter- or intra-agency materials
- Exempted by statute other than the Freedom of Information Act
- Other- _____

Name _____ Title _____

Signature _____ Date _____

Notice: You have a right to appeal a denial of this application to the Superintendent of School, Dr. Janet Warden.