

**Shelter Island Union Free School District  
Application for Public Access to Records**

To: Jacqueline Dunning, Records Access Officer  
Shelter Island Union Free School District  
33 North Ferry Road – Post Office Box 2015  
Shelter Island, NY 11964

I hereby apply to inspect only *or* inspect and request reproduction of the following record @ a cost of \$.25 per page:

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

I hereby acknowledge receipt of the reproduction of records.

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

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

\* \* \* \* \*

***For Office Use Only***

Approved [ ]

Denied (for the reason(s) checked below:

- [ ] Confidential Disclosures
- [ ] Part of Investigatory Files
- [ ] Unwarranted Invasion of Personal Privacy
- [ ] 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

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

\* \* \* \* \*

**NOTICE: You have a right to appeal a denial of this application to the head of this agency, who must fully explain, his/her reasons for such denial in writing, within seven (7) business days after receipt of an appeal.**

Superintendent of Schools  
Shelter Island Union Free School District  
33 North Ferry Road – Post Office Box 2015  
Shelter Island, NY 11964

Who must fully explain his/her reasons for such denial in writing within seven (7) business days after receipt of an appeal.

I hereby appeal: \_\_\_\_\_  
Signature Date