

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Application for Public Access to Records

TO: Records Access Officer
Assistant Superintendent for Finance
West Irondequoit Central School District
321 List Avenue
Rochester, NY 14617

I hereby apply to inspect the following record(s) and ☐ do request a copy of the same*; ☐ do not request a copy of the same:

Signature: _____ Date: _____

NAME (Print or Type) TELEPHONE NO.

ADDRESS - Street CITY, STATE, ZIP

Representing: _____
(Name of organization, if applicable)

ADDRESS TELEPHONE NO.

FOR USE OF RECORDS ACCESS OFFICER ONLY

☐ Request Approved: I certify that the record provided is correct.

Received (\$.25 per single-sided page up to 8.5" x 14") for copying: \$ _____ for _____ page(s)
Received (\$.50 per double-sided page up to 8.5" x 14") for copying: \$ _____ for _____ page(s)
*(See attached Policy 3310 for additional information about costs and fees)

Signed: _____ Date: _____
Records Access Officer

☐ Request Disapproved for Reason No. _____ (See reverse side for reasons for denial.)

Signed: _____ Date: _____
Records Access Officer

NOTE: You have the right to appeal a denial of this application to the Superintendent of Schools, West Irondequoit Central School District, 321 List Avenue, Rochester, NY 14617, who must fully explain the reason for denial in writing within seven days of receipt of an appeal.

I hereby appeal the denial of this request.

Signature: _____ Date: _____

RECORDS EXEMPTED FROM PUBLIC ACCESS

- 1. Records specifically exempted from disclosure by state or federal statute. Under this exception, the Board may deny access to: student information which is made available to the parent and eligible student over 18 years of age, and is otherwise confidential under federal law; names of and charges placed against tenured teachers or supervisors which are held to be confidential under the State Education Law; child abuse reports, which are confidential under the Social Services Law; and material prepared for litigation or otherwise privileged as the work of an attorney pursuant to state or federal rules of civil procedure.**
- 2. Records which if disclosed would constitute an unwarranted invasion of personal privacy.**
- 3. Records which if disclosed would impair present or imminent contract awards or collective bargaining negotiations.**
- 4. Records confidentially disclosed to the Board and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license.**
- 5. Records which are compiled for law enforcement purposes and which, if disclosed, would:**
 - a. interfere with law enforcement investigations or judicial proceedings;**
 - b. deprive a person of a right to a fair trial or impartial adjudication;**
 - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures;**
 - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures.**
- 6. Records which if disclosed would endanger the life or safety of any person.**
- 7. Records which are interagency or intraagency communications, except to the extent that such materials consist of:**
 - a. statistical or factual tabulations or data;**
 - b. instructions to staff which affect the public;**
 - c. final Board policy determinations.**
- 8. Records which are examination questions or answers that are requested prior to the final administration of such questions.**
- 9. Records which are computer access codes.**
- 10. Record is not maintained by this district.**