

Miller Place Union Free School District
Miller Place, New York 11764
Board of Education Policy

1120.F

APPLICATION FOR PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

Miller Place Union Free School District
Miller Place, New York 11764
Application for Public Access to Records

To: Records Access Officer: From: _____
Board of Education (Name) (Please type or print legibly)
Miller Place Union Free School District (Street)
7 Memorial Drive (City) (State) (Zip)
Miller Place, New York 11764

I hereby apply to inspect only or inspect and request reproduction of the following record at the proscribed fee:
(Please type or print legibly) _____

(Signature)

(Date)

Notice: The District's failure to provide a response within 5 working days of receipt of this request shall be deemed a denial of access to the record(s).

.....
I hereby acknowledge receipt of the reproduction of records.

Representing: _____
(Name) (Street) (City) (State) (Zip)

(Signature)

(Date)

.....
For District Use Only

Approved []

Denied (for reason(s) marked below):

- [] Confidential disclosure
- [] Part of investigatory files
- [] Unwarranted invasion of privacy
- [] Record of which this agency is legal custodian cannot be found
- [] Record is not maintained by this agency
- [] Exempted by statute other than Freedom of Information Act
- [] Other (specify) _____

(Signature)

(Title)

(Date)

.....
Notice: You have a right to appeal a denial of this application to the Superintendent of Schools, Miller Place Union Free School District, 7 Memorial Drive, Miller Place, New York 11764, who may grant access or continue the denial. In case the denial is continued, the Superintendent will fully explain his/her reasons in writing within 10 working days of receipt of this appeal.

I hereby appeal: _____
(Signature) (Date)

Adopted: 12/08/1994
Reviewed: 02/13/2002 07/04/2004 11/09/2005 12/14/2014 11/14/2018
Revised: 02/13/2002 07/04/2004 12/14/2005 01/29/2015 12/12/2018
Reviewed: 11/17/2021 05/28/2026
Revised: 12/08/2021 06/17/2026