

SCHOOL DISTRICT RECORDS

Return to: Lindsay Denninger, District Clerk
 Brentwood Union Free School District
 52 Third Avenue, Brentwood, NY 11717

Date: _____

I hereby apply to: ☐ Inspect ☐ Copy or ☐ have emailed to me the following record(s):

I, _____, certify that the requested list of names and addresses will not be used for commercial or fund-raising purposes.

Print Name: _____ Phone: _____

Signature: _____ Email: _____

Mailing Address: _____
 (Street/Town/Zip)

(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
☐ Record is not maintained by this Agency
☐ Exempt by status 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 head of this agency.

Address to appeal to: Wanda Ortiz-Rivera, Superintendent of Schools
 52 Third Avenue
 Brentwood, NY 11717

The Superintendent of Schools must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I HEREBY APPEAL: _____
 Signature _____ Date _____