

**VALLEY CENTRAL SCHOOL DISTRICT  
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

Records Access Officer: Kristina Callan  
Name of Agency: Valley Central School District  
Address: 944 State Route 17K, Montgomery, NY 12549  
Email: kristina.callan@valleycentralschools.org

I hereby apply to inspect the following record(s):

I hereby request copies of the following record(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that I will be charged the amount of \$\_\_\_\_\_ (Approximate\_\_\_\_\_/Actual\_\_\_\_\_ @ 25 cents per page\*) for such copy(ies), which sum must be paid prior to the making of such copy(ies).*

*\*If the amount of copies listed is approximate, an adjustment will be made after copying has been completed to reflect the exact amount owed.*

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

Representing \_\_\_\_\_ Phone \_\_\_\_\_

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

Email \_\_\_\_\_

**FOR AGENCY USE ONLY**

Approved:

Denied: (for reason(s) checked below)

- ◆ Confidential disclosure
- ◆ Unwarranted invasion of personal privacy
- ◆ Record of which this Agency is Legal Custodian cannot be found
- ◆ Record is not maintained by the Agency
- ◆ Exempted by Statute other than the Freedom of Information Act
- ◆ Part of Investigatory Files
- ◆ Other (Specify) \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE:** *You have a right to appeal a denial of this application to the Superintendent of Schools, Valley Central School District, who will review the reasons for the denial, determine whether they are legitimate, and if the denial is sustained, will fully explain the reasons in writing within ten business days of receipt of an appeal.*

I hereby appeal:

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

Adoption date: May 27, 1997  
Revised: August 18, 2008  
Revised: September 26, 2016  
Reviewed: February 27, 2017  
Revised: March 10, 2026