

**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