

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**  
**There is a 25 cents charge per Xeroxed page or can be sent electronically**

TO: RECORDS ACCESS OFFICER  
West Hempstead UFSD  
252 Chestnut Street  
West Hempstead, NY 11552

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

---

---

---

\_\_\_\_\_  
Signature

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

---

---

**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  
\_\_\_\_\_ Exempted by Statute other than the 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.  
Superintendent of Schools  
West Hempstead UFSD  
252 Chestnut Street  
West Hempstead, NY 11552

*Chapter 22 of the Laws of 2005, requires that a public entity's response to a FOIL request must be done within twenty business days.* The head of this agency must fully explain his/her reasons for any denial in writing twenty days of receipt of an appeal. *Effective May 3, 2005.*

**I HEREBY APPEAL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date