

COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT

Administrative Office - 75 Goose Hill Road

Cold Spring Harbor, NY 11724

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: JAMES STUCCHIO, *RECORDS ACCESS OFFICER*

1. I hereby apply to inspect the following records(s):

2. I hereby apply for a copy of the following records(s):

(Items of more than 10 pages will be supplied at a cost of \$.25 per page)

SCHOOL BUILDING: _____ NAME OF STUDENT: _____

SIGNATURE: _____ DATE: _____

REPRESENTING: _____ TELEPHONE: _____

Name: _____

Mailing Address: _____

For School District Use Only: Approved: _____ Denied: _____

Date Inspected: _____ Date Copied _____

Record of which this school district is Legal Custodian cannot be found: _____

Record is not maintained by this school district: _____

Signature of Records Access Officer: _____ Date: _____

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, Namely:

Mr. Robert Fenter

Cold Spring Harbor Central School District

75 Goose Hill Road

Cold Spring Harbor, New York 11724

who must fully explain his reasons of such denial in writing seven working days after receipt of an appeal.

I hereby appeal - Signature _____ Date _____

