

Return to: Kathleen Hoey, Records Access Officer
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 Number _____

Signature: _____ Email address _____

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: Dr. Levi McIntyre
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 the receipt of an appeal.

I HEREBY APPEAL: _____
SIGNATURE DATE