

SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT
250B Route 25A, Shoreham, New York 11786 ~ (631-821-8100)

Application for Public School Records

Complete and return to:
Records Access Officer – District Office
250B Route 25A, Shoreham, NY 11786
631-821-2359

I PERSON MAKING REQUEST

Name _____

Address _____

Representing _____

Telephone number _____

Signature Date

II RECORDS REQUESTED

Please provide a reasonable, adequate and legible description of the records you are requesting so they may be located and retrieved.

over

III ACCESS IS BEING REQUESTED THROUGH

- Inspection – I wish to physically inspect the records and will telephone the office of Janice Seus at 821-2359 to schedule an appointment following receipt of an approved application.

- Copies - I am requesting copies of the record. I understand there is a .25 per page charge (plus postage if mailed) for material as defined under the Freedom of Information Law.

Please check one below.

I prefer to:

- Pick up the copies of the record at the District Office.

- Have the copies mailed to me after I supply the District with a self-addressed stamped envelope and pay the fee due.

- Have the documents e-mailed to me at no charge.
Please provide your e-mail address below:

IV ACTION BY RECORDS ACCESS OFFICER

- Approved

- Denied – reason being: _____

Signature – Records Access Officer Date

V APPEAL

Should your request be denied, you have the right to appeal. Appeals should be directed in writing to the Superintendent of Schools.

Superintendent of Schools
Shoreham-Wading River Central School District
250B Route 25 A
Shoreham, NY 11786