

**South Colonie Central Schools  
Application for Public Access to Records**

**TO:** Records Access Officer, South Colonie Central Schools, 102 Loralee Drive, Albany, New York 12205.

I hereby apply to inspect the following record(s):

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Representing: \_\_\_\_\_

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

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**FOR AGENCY USE ONLY:**

**Approved:** \_\_\_\_\_ **Copy(s) charge:** \_\_\_\_\_ **Search charge:** \_\_\_\_\_

**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 (see explanation)**

**Explanation:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

NOTICE: You have the right to appeal a denial of this application to the District Superintendent at 102 Loralee Drive, Albany, New York 12205, who must fully explain his reasons for such denial in writing within seven days of receipt of an appeal.

I hereby appeal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date