APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER
   CORTLAND CITY SCHOOL DISTRICT
   1 VALLEY VIEW DRIVE
   CORTLAND, NY 13045

I HEREBY REQUEST THE FOLLOWING RECORD(S):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
_______________________________________________________   _______________
Signature                                                                                                   Date
_______________________________________________________
Representing
_______________________________________________________
Mailing Address

(FOR SCHOOL DISTRICT USE ONLY)

Approved _______

Denied (for reason(s) checked below):

_____ Confidential Disclosure    _____ Part of Investigatory Files
_____ Unwarranted Invasion of Personal Privacy
_____ Record of Which This District is Legal Custodian Cannot Be Found
_____ Record is not Maintained by this District
_____ Exempted by Statute Other Than the Freedom of Information Act
_____ Other (specify) ___________________________________________

_____________________________________________________________  __________
Signature and Title                                                                                               Date

NOTICE: You have the right to appeal a denial of this application to the Superintendent of
Schools, District Office, One Valley View Drive, Cortland, NY 13045, who must reply in
writing seven days after receipt of an appeal.

I hereby appeal:_________________________________________________ _________

Signature                                                                                   Date