

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