

PORT JERVIS PUBLIC SCHOOLS

Port Jervis, New York 12771

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

**TO:** Records Access Officer  
Port Jervis Public Schools  
9 Thompson Street  
Port Jervis, NY 12771

\_\_\_\_\_ I hereby apply to inspect and/or certify the following records at no charge.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Check here if copies are requested to be made of the above records (see statement below with regard to the cost of copies).

\_\_\_\_\_ *Signature* \_\_\_\_\_ *Telephone Number* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Representing* \_\_\_\_\_ *Mailing Address*

You will be notified, within five (5) business days, of approval or denial of your request.

**-----TO BE COMPLETED BY SCHOOL DISTRICT-----**

\_\_\_\_\_ Approved - records will be available at:

\_\_\_\_\_ *Location* \_\_\_\_\_ *Date* \_\_\_\_\_ *Time*

\_\_\_\_\_ Other (specify): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Denied for reason(s) checked below:

\_\_\_\_\_ Confidential disclosure

\_\_\_\_\_ Part of investigatory files

\_\_\_\_\_ Unwarranted invasion of personal property

\_\_\_\_\_ Records 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"

\_\_\_\_\_ *Records Access Officer* \_\_\_\_\_ *Date*

NOTE: (If applicable) fees for making copies (\$.25 per page) will be \$ \_\_\_\_\_. Records for sizes larger than 8 1/2" x 14" will have a fee based on cost to reproduce.

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, 9 Thompson Street, Port Jervis, New York 12771, telephone (845) 858-3177, within thirty (30) days. Determination of said appeal will be made in writing within seven:(7) business days of receipt.