

APPLICATION FOR PUBLIC ACCESS TO RECORDS

**To: Records Access Officer
Long Beach City School District
Administration Building
235 Lido Boulevard
Long Beach, New York 11561**

**Email address: cbutler@lbeach.org
Fax : 516 897-2107**

☐ I hereby apply to inspect only.

Or

☐ I request reproduction of the following record at twenty-five cents per page

Or

☐ I request the following record(s) emailed to my email address below

Signature: _____ Date: _____

Representing: _____

Mailing Address: _____

Email Address _____

FOR OFFICE USE ONLY

Approved: ☐

Denied for reasons 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 (specify)

Signature

Title

Date

NOTICE:

**You have a right to appeal denial of this application to the Superintendent of Schools,
Administration Building, 235 Lido Boulevard, Long Beach, NY 11561**

The Superintendent must fully explain the reasons for such denial in writing within seven days of receipt of an appeal.

I hereby appeal:

Signature

Date