

**3310F**  
**NEW LEBANON CENTRAL SCHOOL DISTRICT**  
**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

RECORDS ACCESS OFFICER

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Address

I hereby apply to inspect the following record(s)\_\_\_\_\_

\_\_\_\_\_  
For the following purpose(s)\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

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

\*\*\*\*\*

**FOR AGENCY USE ONLY**

Approved Inspection     Approved for Copies \_\_\_\_\_ Pages at \$\_\_\_\_\_ per page

Total Received \$\_\_\_\_\_

Denied (for the reason(s) checked below)

- Confidential Disclosure
  - Unwarranted Invasion of Personal Privacy
  - Record of which this agency is legal custodian
  - Record is not maintained by this agency
  - Exempted by statute other than the Freedom of Information Act
  - Other (Specify)\_\_\_\_\_
- Part of Investigatory Files

\_\_\_\_\_  
Signature, Records Access Officer

\_\_\_\_\_  
Date

\*\*\*\*\*

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, who must fully explain his/her reasons for such denial in writing within ten (10) business days of receipt of an appeal.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business Address

I hereby appeal: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date