

**Patchogue-Medford Schools**

To: Theresa DeLeva, District Clerk  
Patchogue-Medford Union Free School District  
241 South Ocean Avenue  
Patchogue, NY 11772  
(631) 687-6300

I hereby apply to inspect the following record:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Representing: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

.....  
**FO AGENCY USE ONLY**

Approved: \_\_\_\_\_

Denied (for the reason(s) checked below):

- ☐ Confidential Disclosure
- ☐ Part of Investigatory Files
- ☐ Unwarranted Invasion of Personal Privacy
- ☐ Record of which this agency is legal custodian cannot be found
- ☐ Exempted by statute other than the Freedom of Information Act
- ☐ Question and answer to an exam not administered
- ☐ Computer Access Codes
- ☐ Name and/or Home Address of an Applicant for appointment to public employment
- ☐ Information that is disclosed would endanger the life or safety of any person
- ☐ Law enforcement document and record
- ☐ Would impair current or imminent contract awards or collective bargaining negotiations
- ☐ Other

(Specify) \_\_\_\_\_

Signature: \_\_\_\_\_ Title: District Clerk/Records Access Officer

Date: \_\_\_\_\_

.....  
Notice: You have a right to appeal a denial to this application to:

Donna Jones, Ed.D., Superintendent of Schools  
Patchogue-Medford Union School District  
241 South Ocean Avenue  
Patchogue, NY 11772

Who must fully explain their reasons for such denial in writing within ten (10) days of receipt of an appeal.

I hereby appeal:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_