



PLATTSBURGH CITY SCHOOL DISTRICT

Jay Lebrun
Superintendent of Schools
49 Broad Street
Plattsburgh, NY 12901
Ph: (518) 957-6002
jay@plattscsd.org
www.plattscsd.org

APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Records Access Officer
Board of Education
Plattsburgh City School District
49 Broad Street
Plattsburgh, NY 12901-3396

I hereby apply _____ to inspect only;
_____ to inspect and then may request reproduction of the following record(s) at a cost of
\$.25 per page (audio tapes \$5.00 per 120 minute tape);
_____ for a copy at a cost of \$.25 per page (audio tapes \$5.00 per 120 minute tape) of
the following record(s).

Caution: You may want to inspect documents before requesting a copy because the cost may be higher than you anticipate and you are responsible for any copying costs.

Signature: _____ Date: _____

Mailing Address: _____

Telephone: _____

I hereby acknowledge receipt of the reproduction of the records:

Signature: _____ Date: _____

----- **FOR OFFICE 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
 - Record is not maintained by this agency
 - Exempted by statute other than the Freedom of Information Act
 - Other (specify) _____

Records Access Officer: _____ Date: _____

Notice: You have a right to appeal a denial of this application to the head of the agency, President of the Board of Education, who must fully explain the reasons for such denial in writing within ten days of receipt of an appeal.

I hereby appeal _____
Signature _____ Date _____

2002

MISSION

Our mission is to educate each student of the Plattsburgh City School District by creating challenging, supportive, and interactive learning that advances intellectual, physical, social, and cultural development.