



FORESTVILLE CENTRAL SCHOOL DISTRICT

12 Water Street
Forestville, New York 14062
(716) 965-6539
E-mail: rgarrett@forestville.com

Records Access Officer

Re: Freedom of Information Law Request for Records

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of records or portions thereof pertaining to or containing the following (attempt to identify the records in which you are interested as clearly as possible):

If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at _____.

I prefer to :

- View the documentation in person.
- Have the documentation copied and made available through pick up.
- Have documentation e-mailed to me if available at:

I understand there is a fee of \$.25 per page for duplication of the records requested.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Name (print)

Signature

Date

Street Address: _____

City, State, Zip: _____

Telephone: _____