

**AMHERST CENTRAL SCHOOL DISTRICT
APPLICATION FOR PUBLIC ACCESS TO RECORDS**

TO: RECORDS ACCESS OFFICER
AMHERST CENTRAL SCHOOL DISTRICT
55 KINGS HIGHWAY
AMHERST, NY 14226

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 apply to inspect the following records:

--

For the following purpose(s):

--

I understand all records will be sent to me electronically at no charge. If items must be copied I understand there is a fee of \$.25 per page for duplication of records requested. (Optional: Please contact me before duplicating the records if the fee will exceed _____.)

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you.

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.

Sincerely,

Print Name	Signature	Date

	Email:
	Phone:

Mailing Address