



Evergreen Charter School  
605 Peninsula Blvd., Hempstead, NY 11550  
Phone (516) 292-2060 Fax: (516) 292-0575

**FREEDOM OF INFORMATION REQUEST FORM**

**Please Print**

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

**Name:** \_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Representing:** \_\_\_\_\_

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

Please be advised that the Records Access Officer has five (5) business days within which to acknowledge receipt of this application.

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**FOR DEPARTMENTAL USE ONLY**

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_ Record is not maintained by Evergreen Charter School

\_\_\_\_ Record of which Evergreen Charter School is Legal Custodian cannot be found

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\*\*\*\*\*

**Notice:** You have a right to appeal a denial of this application to the Evergreen Charter School Board of Trustees, who must fully explain the reason for such denial in writing within ten business days of receipt of an appeal.

**I hereby appeal:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**