



**APPLICATION FOR PUBLIC ACCESS TO RECORDS**  
**(FOIL REQUESTS)**

Applications for Public Access Records can be obtained during hours when the Administration Building is regularly open for business from:

Judith A. Hammond  
Records Access Officer  
South Huntington Union Free School District  
60 Weston Street  
Huntington Station, NY 11746  
Phone: 631-812-3077  
Fax: 631-812-3075

or you may download the application from our website at [www.shufsd.org](http://www.shufsd.org) under the Community News section. The desired records must be identified in sufficient detail for the request to be honored. The fee for photocopies of records is twenty-five cents per page.

You have a right to appeal a denial of an application to the head of this agency, Superintendent Thomas C. Shea, within thirty days of the denial. Dr. Shea must fully explain his reason for such denial, in writing, within ten days of receipt of an appeal.