

**UNIVERSAL ACADEMY**  
**FREEDOM OF INFORMATION ACT**  
**APPEAL OF DENIAL OF RECORD**

On \_\_\_\_\_, 2015, I filed a Freedom of Information Act request with the Universal Academy. A copy of that request is attached. The Universal Academy Freedom of Information Act Coordinator has denied the request, either entirely or in part. I submit the following appeal of that decision to the ACADEMY BOARD.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Explain the reason(s) why you feel the ACADEMY BOARD should reverse the decision of the ACADEMY's FOIA Coordinator to deny (entirely or in part) access to the requested records pursuant to the FOIA (an explanation may be made below or else attached to this form):

---

---

---

---

You will receive a response in writing. It will be mailed to you no later than ten (10) days after receipt of your appeal. You may direct any questions to the ACADEMY's Freedom of Information Act Coordinator at [phone # \_\_\_\_\_]