

**UNIVERSAL ACADEMY**

**DENIAL (PARTIAL DENIAL) OF REQUEST FOR PUBLIC RECORD**

(Name) [\_\_\_\_\_] requested to receive a copy of /  
examine the following public record(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The request is being denied or denied in part because the public record:

1. Does not exist or cannot be located using the description given.
2. Although granted in part, has had the following portions deleted for the reasons listed below:
  - Information of a personal nature, such as home addresses, phone numbers, date of birth, social security number, driver license number, and other personal information on private citizens because release would be an invasion of privacy. See MCL 15.243(1)(a), MCL 15.243(1)(b)(iii), MCL 15.243(0)(w).
  - Release of all or part of the requested records at this time would interfere with law enforcement proceedings, deprive a person of a fair hearing, disclose a confidential source, disclose law enforcement processes or endanger law enforcement personnel. See MCL 15.243(1)(b).
  - Information subject to attorney/client or other privilege. See MCL 15.243(1)(g) and (h).
  - Other: Per MCL 15.243(1) is exempt from disclosure (See explanation below)

Explanation:

\_\_\_\_\_  
\_\_\_\_\_

FOIA Coordinator [\_\_\_\_\_] Date: \_\_\_\_\_

NOTICE: Michigan law provides two means for appealing a denial of all or part of a request under the Freedom of Information Act. You may file a written appeal with the ACADEMY BOARD which must state the word "appeal" and identifies the reason or reasons for reversal of the denial.

In addition, you have the right to challenge this denial by starting a lawsuit in the Circuit Court to compel disclosure within 180 days after a final denial of the request. Should you prevail, you will be entitled to have reasonable attorney fees, costs and disbursements assessed against the public body, as ordered by the Court. If the public body has been arbitrary and capricious, you may be awarded, in addition to actual damages, punitive damages not exceeding \$1,000.