



117 N. Franklin Street Hempstead, NY 11550 Phone 516-408-2200  
[www.academycharterschool.org](http://www.academycharterschool.org)

## **FOIL Policy FREEDOM OF INFORMATION LAW POLICY**

As a public school, The Academy Charter School complies with the Freedom of Information Law.

Therefore, within five business days of the receipt of a written request for a record reasonably described, The Academy Charter School shall make such record available to the person requesting it, deny such request in writing or furnish a written acknowledgment of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with provisions in the law.

The Academy Charter School shall not deny a request on the basis that the request is voluminous or that locating or reviewing the requested records or providing the requested copies is burdensome because the school lacks sufficient staffing or on any other basis if the school may engage an outside professional service to provide copying, programming or other services required to provide the copy.

The school will require a person requesting lists of names and addresses to provide a written certification that such person will not use such lists of names and addresses for solicitation or fund-raising purposes and will not sell, give or otherwise make available such lists of names and addresses to any other person for the purpose of allowing that person to use such lists of names and addresses for solicitation or fund-raising purposes.

If the school determines to grant a request in whole or in part, and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, the school will state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part.

Upon payment of, or offer to pay, the fee prescribed by the Freedom of Information Law, the school will provide a copy of such record and certify to the correctness of such copy if so requested, or as the case may be, will certify that it does not have possession of such record or that such record cannot be found after diligent search.

When the school has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, it will do so. When doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the school must retrieve or



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extract such record or data electronically. Any programming necessary to retrieve a record maintained in a computer storage system and to transfer that record to the medium requested by a person or to allow the transferred record to be read or printed shall not be deemed to be the preparation or creation of a new record.

The Academy Charter School will, provided it has reasonable means available, accept requests for records submitted in the form of electronic mail and will respond to such requests by electronic mail, using forms, to the extent practicable, consistent with the form or forms developed by the committee on open government and provided that the written requests do not seek a response in some other form.

#### **LIST OF RECORDS HELD**

1. **BOARD OF TRUSTEES MEETING MINUTES**
2. **SCHOOL RECORDS**
  1. School-Wide standardized test results
  2. Financial Records
    1. Audits
    2. Financial Statements
  3. School Contracts
    1. Outside contract records
    2. SPED contract files
  4. **STUDENT RECORDS\***
    1. Academic Records\*
      1. Cumulative Records\*
      2. Report Cards\*
- Standardized Test Results\*
1. Health Records\*
  1. Immunization Records\*
  2. Medical Records\*
- Accident Records\*



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4. **SAFETY RECORDS**

1. School Emergency Plan
2. Reports of Fire Department Inspections

5. **PERSONNEL\***

1. Generally\*
2. Fingerprint Clearance Records
3. Certification Records

\*All categories marked with an asterisk may contain personal and confidential information that is not available for public access pursuant to the Freedom of Information Law (FOIL), the Family Educational Rights and Privacy Act (FERPA), or the Disabilities Education Act (which are exceptions to FOIL).