



**N.Y. Freedom of Information Law (FOIL)
Records Subject Matter List**

(Prepared in Accordance with N.Y. Public Officers Law Subdivision 87(3)(c))

Records in the possession of The Academy Charter School, whether or not available under FOIL, include but are not limited to the following:

- Contracts and Agreements including leases
 - Shared services agreements
 - Services contracts and leases
 - Maintenance / renovation
 - Janitorial
 - Equipment
 - Landscaping
 - Food service
 - Related services, therapists, etc.
 - Accounting
 - Audit
 - Legal
 - Training
 - Employee benefit contracts
 - Insurance policies
 - Communication / internet services and records
- Personnel Records
 - Personnel files
 - Evaluations
 - Background check
 - Resume / employment history
 - Incident reports
 - Certifications / degrees / licenses
 - Benefits information
- Student Records
 - Academic Records
 - Age / grade
 - Attendance / tardies
 - Disciplinary records
 - Schedules
 - IEPs / 504 plans
 - CSE meeting records

- Therapist / counselling / para / service provider records
 - After school programs / sports / activities
 - Assessments / grades / evaluations
 - ELL records
 - FERPA forms / notices
 - Diplomas / certificates
 - Health Records
 - Incidental medical records
 - Immunizations
 - Accident reports
 - Medication information and forms / releases
 - Medical screenings
 - Counselling records
 - Disciplinary Records
 - Hearing records
 - In-school / out of school suspension / expulsion letters
 - Manifestation determination reviews
 - Parent correspondence
 - Guidance counselling
 - Student performance data
 - State testing
 - Internal / other testing
 - Graduation rates
 - College placement
 - CTE certificates
 - Transportation Records
- Safety Records
 - School SAVE Plan (district and building level)
 - Security system information / video
 - Fire Inspections
 - Certificates of Occupancy (local and NYSED)
 - Equipment records
 - Incident reports
- Governance Records
 - 501(c)(3) determination letter
 - Charter agreements and amendments
 - Provisional charter, renewals and amendments
 - Bylaws
 - Board of trustees lists / information
 - Annual financial disclosures
 - Officers lists / information
 - Board meeting information
 - Agendas
 - Materials
 - Minutes
 - Resolutions and vote information

- Board policies and procedures
 - Conflict of interests
 - Whistleblower
 - FOIL
 - Disciplinary policies
 - 504 policy
 - Student / parent manuals
- Financial Records
 - Annual audits / other audits
 - District billing records
 - District payment records
 - Grants (CSP, SSF and other) and gifts
 - Financial statements
 - Bond and loan financing records
 - Tax filings (Form 990s), bills
 - Salary lists
 - Bank and investment records
 - Assets and inventories
 - Equipment warranties and manuals
 - Real Estate records, leases and taxes paid
- Legal Records
 - Claims
 - Lawsuits
 - Settlements
 - Subrogation agreements
- Miscellaneous
 - School events / awards
 - Press releases
 - Media reports
 - FOIL requests and responses
 - Curricular materials
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- Authorizer (SUNY) information
 - Charter applications
 - Renewal applications / reports
 - School visit reports
 - Compliance submissions
 - NYSED annual reports
 - Charter revision applications / correspondence
 - Other correspondence
 - NYSED correspondence / information

Dated: 7/15/24