

Public Documents/Freedom of Information Act (FOIA) Achievement First Brooklyn Charter Schools

Achievement First fully complies with the Freedom of Information Act (FOIA). Any requests for school records or information from the school must be in writing and submitted to the Principal or to their designee(s). Within five (5) business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.
- If the person requesting information is denied access to a record, they may appeal such denial to the principal. Upon timely receipt of such an appeal, the school, within ten (10) business days of the receipt of the appeal, make a final determination whether or not to allow public inspection. If the principal determines that the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the Rhode Island/Connecticut/New York State Attorney General.
- The school may deny access to requested records if the requested record falls within one of the categories that are exempt from public disclosure. Even then, if not exempt, the school may nonetheless deny access if, on balance, the privacy interest of the affected individual outweighs the public interest in disclosure. Listed below are the more typical records that are not subject to disclosure under state law:
 - Records, reports, opinions, information, and statements required to be kept confidential by federal law or regulation or state law, or rule of court;
 - Personnel and other personal individually-identifiable records otherwise deemed confidential by federal or state law or regulation, or the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
 - Child custody and adoption records, records of illegitimate births, and records of juvenile proceedings before the family court;
 - Reports and statements of strategy or negotiation involving labor negotiations or collective bargaining;
 - Any individually identifiable evaluations of public school teachers made pursuant to state or federal law or regulation;
 - All documents prepared by school districts intended to be used by school districts in protecting the safety of their students from potential and actual threats.

The school may charge a copying fee of for each page requested to be copied. The fee can be no more than the fee allowed by state law.

List of School Records and Student Records Maintained Achievement First Brooklyn Charter Schools

- Student Records
 - Enrollment, including date of entry*
 - Record of schools attended*
 - Records from any previous school*
 - Student information form*
 - Proof of address*
 - Proof of age*
 - Home language survey*
 - Attendance*
 - Course registration*
 - Report cards, progress reports and course grades*
 - Special education records, including IEP, 504 plan, evaluations, and related documents*
 - Disciplinary records*
 - Media release form*
- Student Health Records*
 - Health form*
 - Student Immunization Records*
 - Student Medical Records*
 - Student Accident Reports*
- Safety Records
 - School SAVE Plan
 - Other safety documents (may require redactions due to safety concerns)
- School Contracts
 - Management Contract Records
 - Outside Contract Records
 - SPED Contractor Records*
- Personnel Files*
 - Generally*
 - Fingerprint Clearance Records*
 - Certification Records*
 - Staff roster

* All categories marked with an asterisk may contain personal and confidential or other information that should not be released pursuant to FOIL, the Family Educational Rights and Privacy Act, and/or the Individuals with Disabilities Education Act (exceptions to FOIL).

Note: The FOIL Records Access Officer at each school is the Director of School Operations, whom may be contacted as follows:

Directors of Operations (DSO) / FOIL Records Officers		
School Name	Full Name	Email
AF Apollo ES	Paige Weiss	paigeweiss@achievementfirst.org
AF Apollo MS	Kirsten Wunn	kirstenwunn@achievementfirst.org

25 BROADWAY, 12TH FLR, NEW YORK, NY 10004

achievementfirst.org

Directors of Operations (DSO) / FOIL Records Officers		
School Name	Full Name	Email
AF Aspire ES	Akil Lambert	akillambert@achievementfirst.org
AF Aspire MS	Erin McGonegle-Crespi	erinrespi@achievementfirst.org
AF Brooklyn HS	Elizabeth Harris	elizabethharris@achievementfirst.org
AF Brownsville ES	Kwame Mcleod	kwamemcleod@achievementfirst.org
AF Brownsville MS	Arian Halsey	arianhalsey@achievementfirst.org
AF Bushwick ES	Fenix Suero	fenixsuero@achievementfirst.org
AF Bushwick MS	Stephanie Kotnik	stephaniekotnik@achievementfirst.org
AF Crown Heights ES	Pius Tekpor	piustekpor@achievementfirst.org
AF Crown Heights MS	Natalie Joseph	nataliejoseph@achievementfirst.org
AF East Brooklyn HS	Kimberley Trotman	kimberleytrotman@achievementfirst.org
AF East New York ES	Kiera Gilbert	kieragilbert@achievementfirst.org
AF East New York MS	Thaysha Menardy	thayshamenardy@achievementfirst.org
AF Endeavor ES	Anika Locklear-Cidone	anikalocklear@achievementfirst.org
AF Endeavor MS	Celene Hassock	celenehassock@achievementfirst.org
AF Legacy ES	Ashley Wilson	ashleywilson@achievementfirst.org
AF Linden ES	Taryn Guy	tarynguy@achievementfirst.org
AF Linden MS	Christine Williams	christinewilliams@achievementfirst.org
AF North Brooklyn Prep ES	Lilly Ramirez	lillyramirez@achievementfirst.org
AF North Brooklyn Prep MS	Trina Russell	trinarussell@achievementfirst.org
AF Ujima HS	Samantha James	samanthajames@achievementfirst.org
AF University Prep HS	Christine Williams	christinewilliams@achievementfirst.org
AF Voyager MS	Leisel Renaud	leiselrenaud@achievementfirst.org

In the event that you wish to appeal a decision by a DSO, you may appeal to the Records Access Appeals Officer:

Teghan DeLane
 Counsel
 Achievement First Network Support
teghandelane@achievementfirst.org