



## **List of School Records and Student Records Maintained**

Amistad Academy  
Elm City College Preparatory  
AF Bridgeport Academy  
AF Hartford Academy

- 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



# Achievement First

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:

School	Records Access Officer	Email
AF Amistad HS	Sandy Mackie	SandyMackie@achievementfirst.org
AF Bridgeport ES	Florisca Carter	FloriscaCarter@achievementfirst.org
AF Bridgeport MS	Natasha Noel	natashanoel@achievementfirst.org
AF Hartford ES	Susan Campbell	susancampbell@achievementfirst.org
AF Hartford HS	Latasha Williams	LatashaWilliams@achievementfirst.org
AF Hartford Summit MS	Karaugh Prugar	karaughprugar@achievementfirst.org
Amistad ES	Melissa Izzo	Melissalzzo@achievementfirst.org
Amistad MS	Lashell Rountree	LashellRountree@achievementfirst.org
Elm City ES	Michael Lengle	MichaelLengle@achievementfirst.org
Elm City MS	Karin Gould	KarinGould@achievementfirst.org

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

Melika Forbes  
General Counsel  
Achievement First Network Support  
[melika.forbes@achievementfirst.org](mailto:melika.forbes@achievementfirst.org)