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
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:

<table>
<thead>
<tr>
<th>School</th>
<th>Records Access Officer</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF Amistad HS</td>
<td>Sandy Mackie</td>
<td><a href="mailto:SandyMackie@achievementfirst.org">SandyMackie@achievementfirst.org</a></td>
</tr>
<tr>
<td>AF Bridgeport ES</td>
<td>Florisca Carter</td>
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</tr>
<tr>
<td>AF Bridgeport MS</td>
<td>Natasha Noel</td>
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<td>AF Hartford ES</td>
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<tr>
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<td>AF Hartford Summit MS</td>
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</tr>
<tr>
<td>Amistad ES</td>
<td>Melissa Izzo</td>
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<tr>
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<tr>
<td>Elm City ES</td>
<td>Michael Lengle</td>
<td><a href="mailto:MichaelLengle@achievementfirst.org">MichaelLengle@achievementfirst.org</a></td>
</tr>
<tr>
<td>Elm City MS</td>
<td>Karin Gould</td>
<td><a href="mailto:KarinGould@achievementfirst.org">KarinGould@achievementfirst.org</a></td>
</tr>
</tbody>
</table>

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)