



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).



Achievement First

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

School Name	Records Access Officer	Email
AF Apollo ES	Ashley McFarlane	ashleymcfarlane@achievementfirst.org
AF Apollo MS	Kirsten Wunn	KirstenWunn@achievementfirst.org
AF Aspire ES	Amari Thomas	AmariThomas@achievementfirst.org
AF Aspire MS	Naiema Carolina	naiemacarolina@achievementfirst.org
AF Brooklyn HS	Jaimee Doucette	jaimeedoucette@achievementfirst.org
AF Brownsville ES	Whitney Wilcher	whitneywilcher@achievementfirst.org
AF Brownsville MS	Arian Halsey	ArianHalsey@achievementfirst.org
AF Bushwick Empower ES	Yvonne Williams	YvonneWilliams@achievementfirst.org
AF Bushwick Empower MS	Edijah Williams	EdijahWilliams@achievementfirst.org
AF Bushwick ES	Yvonne Williams	YvonneWilliams@achievementfirst.org
AF Bushwick MS	Edijah Williams	EdijahWilliams@achievementfirst.org
AF Crown Heights ES	Melissa Cantave	MelissaCantave@achievementfirst.org
AF Crown Heights MS	Natalie Joseph	nataliejoseph@achievementfirst.org
AF East Brooklyn HS	Tyler Burrell	TylerBurrell@achievementfirst.org
AF East New York ES	Melissa Zurlinden	MelissaZurlinden@achievementfirst.org
AF East New York MS	Ernesto Soto	ErnestoSoto@achievementfirst.org
AF Endeavor ES	Priscilla Espinoza	priscillaespinoza@achievementfirst.org
AF Endeavor MS	Josh Alfred	JoshuaAlfred@achievementfirst.org
AF Linden ES	Stacy-Ann Brissett	stacyannbrissett@achievementfirst.org
AF Linden MS	Thaysha Menardy	thayshamenardy@achievementfirst.org
AF North Brooklyn Prep ES	Lilly Ramirez	LillyRamirez@achievementfirst.org
AF North Brooklyn Prep MS	Kwame McLeod	KwameMcLeod@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:

Melika Forbes
General Counsel
Achievement First Network Support
melika.forbes@achievementfirst.org

For more information regarding FOIL please visit the [NY Committee on Open Government](#)