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

Achievement First Public 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 safety/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).

For more information, see <https://www.dos.ny.gov/coog/foil2.html>.