

Public Documents/Freedom of Information Act (FOIA) - NY

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 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

- 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 Address
AF Apollo Elementary School	Paige Weiss	PaigeWeiss@achievementfirst.org
AF Apollo Middle School	Kirsten Wunn	KirstenWunn@achievementfirst.org
AF Aspire Elementary School	Akil Lambert	AkilLambert@achievementfirst.org
AF Aspire Middle School	Sun Hwang-Beckham	SunHwang@achievementfirst.org
AF Brooklyn High School	Elizabeth Harris	ElizabethHarris@achievementfirst.org
AF Brownsville Elementary School	Kwame Mcleod	KwameMcleod@achievementfirst.org
AF Brownsville Middle School	Julia Scapp	JuliaScapp@achievementfirst.org
AF Bushwick Elementary School	Fenix Suero	FenixSuero@achievementfirst.org
AF Bushwick Middle School	Stephanie Kotnik	StephanieKotnik@achievementfirst.org
AF Crown Heights Elementary School	Gayle Patrick	GaylePatrick@achievementfirst.org
AF Crown Heights Middle School	Natalie Joseph	NatalieJoseph@achievementfirst.org
AF Endeavor Elementary School	Anika Locklear	AnikaLocklear@achievementfirst.org
AF Endeavor Middle School	Celene Hassock	CeleneHassock@achievementfirst.org
AF East New York Elementary School	Kiera Gilbert	KieraGilbert@achievementfirst.org
AF East New York Middle School	Thaysha Menardy	ThayshaMenardy@achievementfirst.org
AF Legacy Elementary School	Ashley Wilson	AshleyWilson@achievementfirst.org
AF Linden Elementary School	Taryn Guy	TarynGuy@achievementfirst.org
AF Linden Middle School	Christine Williams	ChristineWilliams@achievementfirst.org
AF North Brooklyn Elementary School	Lilly Ramirez	LillyRamirez@achievementfirst.org
AF North Brooklyn Middle School	Trina Russell	TrinaRussell@achievementfirst.org
AF Ujima High School	Samantha James	SamanthaJames@achievementfirst.org
AF University Prep High School	Rebekah Revello	RebekahRevello@achievementfirst.org
AF Network Support	Team Talent Operations	af_talentops@achievementfirst.org

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

Mirtha Camille Sabio, Esq.
General Counsel
Achievement First Network Support
mirthacamillesabio@achievementfirst.org