



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*
 - Assessments*
 - 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
- Governance Documents*
 - Generally*
 - Board Minutes
 - Board Agendas
 - Board Bylaws
 - Agreements

* 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 at the school address or via email as follows:

FOIL Contact List		
School Name and Address	Records Access Officer	Email
AF Apollo ES (350 Linwood Street Brooklyn, NY 11208, Brooklyn, NY 11208)	Ashley McFarlane Ph. 347-471-2620	ashleymcfarlane@achievementfirst.org
AF Apollo MS (301 Vermont Street, Brooklyn, NY 11207)	Kirsten Wunn Ph. 347-471-2680	kirstenwunn@achievementfirst.org
AF Aspire ES (982 Hegeman Avenue, Brooklyn, NY 11208)	Ismael Loera Fernandez Ph. 347-471-2055	IsmaelLoera@achievementfirst.org
AF Aspire MS (970 Vermont St, Brooklyn, NY 11208)	Trish Borrell Kutnyak Ph. 347-471-2632	trishborrellkutnyak@achievementfirst.org
AF Brooklyn HS (1485 Pacific Street, Brooklyn, NY 11216)	Jaimee Doucette Ph. 718-363-2260	jaimeedoucette@achievementfirst.org
AF Brownsville ES (2021 Bergen Street, Brooklyn, NY 11233)	Whitney Wilcher Ph. 347-471-2600	whitneywilcher@achievementfirst.org
AF Brownsville MS (2021 Bergen Street, Brooklyn, NY 11233)	Arian Halsey Ph. 347-471-2610	arianhalsey@achievementfirst.org
AF Bushwick ES (125 Covert Street, Brooklyn, NY 11207)	Yvonne Williams Ph. 347-471-2550	yvonnewilliams@achievementfirst.org
AF Bushwick MS (1300 Greene Avenue, Brooklyn, NY 11237)	Edijah Williams Ph. 347-471-2560	edijahwilliams@achievementfirst.org
AF Crown Heights ES (790 East New York Avenue, Brooklyn, NY 11203)	Melissa Cantave Ph. 347-471-2580	melissacantave@achievementfirst.org
AF Crown Heights MS (790 East New York Avenue, Brooklyn, NY 11203)	Natalie Joseph Ph. 347-471-2590	nataliejoseph@achievementfirst.org
AF East Brooklyn HS (301 Vermont Street, Brooklyn, NY 11207)	Domonique Marshall Ph. 347-471-2650	domoniquemarshall@achievementfirst.org
AF East New York ES (557 Pennsylvania Avenue, Brooklyn, NY 11207)	Kiera Gilbert Ph. 718-485-4924	kieragilbert@achievementfirst.org



FOIL Contact List		
School Name and Address	Records Access Officer	Email
AF East New York MS (158 Richmond Street, Brooklyn, NY 11208)	Ernesto Soto Ph. 347-471-2570	ernestosoto@achievementfirst.org
AF Endeavor ES (510 Waverly Avenue, Brooklyn, NY 11238)	Anika Locklear-Cidone Ph. 718-622-5994	anikalocklear@achievementfirst.org
AF Endeavor MS (510 Waverly Avenue, Brooklyn, NY 11238)	Josh Alfred Ph. 718-622-4786	joshuaalfred@achievementfirst.org
AF Legacy ES (118-49 Montauk St, Queens, NY 11412)	Ashley Wilson Ph. 347-471-2646	ashleywilson@achievementfirst.org
AF Linden ES (800 Van Siclen Avenue, Brooklyn, NY 11207)	Stacy-Ann Brissett Ph. 347-471-2700	stacyannbrissett@achievementfirst.org
AF Linden MS (345 Fountain Avenue, Brooklyn, NY 11208)	Thaysha Menardy Ph. 347-471-2705	thayshamenardy@achievementfirst.org
AF North Brooklyn Prep ES (200 Woodbine Street, Brooklyn, NY 11221)	Lilly Ramirez Ph. 347-471-2690	lillyramirez@achievementfirst.org
AF North Brooklyn Prep MS (200 Woodbine Street, Brooklyn, NY 11221)	Melissa Silverman Ph. 347-471-2695	melissasilverman@achievementfirst.org
AF Ujima HS (600 Central Avenue, Brooklyn, NY 112207)	Samantha James Ph.	samanthajames@achievementfirst.org
AF Univer Prep HS (35 Starr Street, Brooklyn, NY 11221)	Christine Williams Ph. 718-363-2270	christinewilliams@achievementfirst.org
AF Voyager MS (601 Parkside Avenue, Brooklyn, NY 11226)	Leisel Renaud Ph. 347-471-2640	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
 370 James Street, Suite 404
 New Haven, CT 06513
melika.forbes@achievementfirst.org

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