

Freedom of Information Law (FOIL) - List of School and Student Records Maintained

Explore Charter Schools of Brooklyn

Student Records

- Enrollment history, including date of entry*
- Records from previous schools attended*
- Student information and family/emergency contacts and alerts*
- Proof of address and residency questionnaire*
- Student/Family Handbook agreement*
- Internet Acceptable Use agreement*
- Race and ethnicity questionnaire*
- Proof of age*
- Home language inventory survey (HLIS)*
- Attendance data*
- School Schedule*
- Scjpp; transportation information*
- 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

- Student Immunization Records*
- Student Medical Records, including medical alerts and health examination
- Student Incident Reports*
- Other safety documents (may require redactions due to safety concerns)

School Records and Contracts

- Safety Records
- School SAVE Plan/District Safety Plan
- Management Contract Records
- Outside Contractor Records, including Licensing and Insurance information
- Contractor student data privacy agreements
- Special Education Service Provider Records*

Personnel Files

- Recruitment Files*

- Fingerprint Clearance Records*
- Certification Records*
- Evaluation Records*
- Human Resources Records and Salary Information*

* 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:

- Explore Lower Charter School: Cal Massiah – cmassiah@explorenetwork.org
- Explore Upper Charter School: Godwina Titus – gtitus@explorenetwork.org
- Empower Lower Charter School: Caitlin Davidson- c davidson@explorenetwork.org
- Empower Upper Charter School: Alain Balan – abalan@explorenetwork.org
- Excel Lower Charter School: Denys Salas– dsalas@explorenetwork.org
- Excel Upper Charter School: Grace Brennan – gbrennan@explorenetwork.org
- Exceed Lower Charter School: Alicia Smith – alsmithexplorenetwork.org
- Exceed Upper Charter School : Natasha Ward – nward@explorenetwork.org

In the event that you wish to appeal a decision by a DSO, you may appeal to the Explore Network office:

- Veronica Woolley, Managing Director of Operations – vwoolley@explorenetwork.org