## Freedom of Information Law (FOIL) - List of School and Student Records Maintained Explore Charter Schools of Brooklyn

*Updated July 2024*

Student Health Records

* Student Immunization Records
* Student Medical Records
* Student Accident Reports

Safety Records

* School SAVE Plan
* Reports of Fire Department Inspections School Contracts

Management Contract Records

* Outside Contract Records
* Students with Disabilities Contractor Records

Personnel Files

* Generally
* Fingerprint Clearance Records
* Certification Records

ESEA/NCLB Title I

* Title I Consolidated Application and related documents
* Title II Application materials
* Title I Consolidated Application and related documents

Other

* Migrant Education projects & correspondence
* Homeless Application materials and correspondence
* School Operations and Management Services (Facilities Planning / Education
* Management)
* School Bus Driver & Instructor Training Records
* School District Capital Project & Correspondence Files
* Plans & Specific of School District Capital Construction
* Administrative & General Subject Files
* IDEA Applications for Federal Funds
* Cash Accounts Records
* Accounts Payable – Fiscal Year Records

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: Claudine Beaubrun – cbeaubrun@explorenetwork.org
* Explore Upper Charter School: Godwina Titus – gtitus@explorenetwork.org
* Empower Lower Charter School: Shanice Speight – sspeight@explorenetwork.org
* Empower Upper Charter School: Alain Balan – abalan@explorenetwork.org
* Excel Lower Charter School: Denys Salas– dsalas@explorenetwork.org
* Excel Upper Charter School: Samantha Curran – scurran@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

Please visit the Committee On Open Government’s website for more information here: <https://opengovernment.ny.gov/>