



Elm Community

— CHARTER SCHOOL —

Freedom of Information Law (FOIL)

Elm complies with the New York State Freedom of Information law ([Article 6 of the New York Public Officers Law](#)). This means that certain school records can be made available to the public upon request because Elm is a publicly funded school. Please see the Director of Operations if you would like a copy of the Freedom of Information Law.

Freedom of Information (FOIL) Sample Letter

Instructions:

- *Write a letter addressed to the School*
- *Provide digital copy via email to mainoffice@elmcharterschool.org, ATTN: Kimberly Placencia OR provide written copy via submission to the Elm's Main Office.*
- *Roles:*
 - Records Access Officer – Kimberly Placencia, Director of Operations*
 - Records Access Appeals Officer – Priscilla Walton, Principal*

Elm Community Charter School
79-17 51st Avenue
Elmhurst, NY 11373
RE: Freedom of Information Law Request

To: Records Access Officer

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following) _____ (as clearly as possible attempt to identify the record(s) you are interested in obtaining or reviewing, include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.).

If my request appears to be extensive or fails to reasonably describe the record(s), please contact me in writing or by phone at _____.

If there are any fees for copying the record(s) requested, please inform me before filling the request (or: ... please supply the records without informing me if the fees are not in excess of \$____).

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as



Elm Community

— CHARTER SCHOOL —

soon as possible and look forward to hearing from you shortly. If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature

First and Last Name

Address

City, State, ZIP code

Telephone number

Subject Matter List

Elm Community Charter School maintains the below records in the following categorized items. Not all records are publicly available in full, but in those instances, portions will be available under the Freedom of Information Law (FOIL).

Board of Trustees Records

- Agendas
- Minutes of Board and Committee meetings
- Bylaws
- Policies

Charter Records

- Provisional Charters
- Charter Agreements

Administrative Records

- Grants and Contracts
- Fixed Asset Inventory List
- Leases and other property documentation
- Fundraising Records

Human Resources Records

- Employee Payroll Records and Reports
- Employee Personnel Records
- Employee Timesheets and Attendance Records
- Employee Assignments and Garnishments
- Employee Benefit Plan Documents



Elm Community

— CHARTER SCHOOL —

- Employee Workman's Compensation Documents
- Employment Applications
- Fingerprint Clearance Records Certification Records

Financial Records

- Accounts Payable Ledgers and Schedules
- Accounts Receivable Ledgers and Schedules
- Audit Reports of Independent Accountants
- Financial Statements
- Depreciation Schedules
- Bank Statements & Reconciliations
- Cancelled Checks
- Cash Receipts and Disbursements
- Expense Analyses & Distribution Schedules
- Fixed Asset Records & Appraisals
- General Ledgers
- W-2 / W-4 / 1099 Forms, etc.
- Banking agreements
- Vendor invoices
- Tax Returns and Correspondence

Insurance Records

- Insurance Policies
- Accident Reports and Claims

Student Records

- Student Cumulative Education Records
- Examination Test Results
- Application, Lottery and Enrollment Documents
- Attendance Records
- Disciplinary Records
- Health Records