



List of School Records and Student Records Maintained
Uncommon New York City Charter Schools
Updated 7/15/2024

This policy provides the list of records in the possession of the School. Some of these documents are considered public documents and may be made available to the public under the Freedom of Information Law (FOIL). The FOIL policy, including the process by which records may be requested, is contained in the student handbook, available on the school's website.

Pursuant to FOIL, a record is defined as any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

Records available upon request include:

- Student Records
 - Enrollment, including date of entry*
 - Record of schools attended*
 - Records from any previous school*
 - Student information form* I
 - 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*
- Personnel Files*



- Fingerprint Clearance Records*
- Certification Records*
- Staff roster *
- Voting Records
 - A record of the final vote of each trustee in every proceeding in which the trustees vote*
 - A record setting forth the name, public office address, title and salary of every officer or employee of the education corporation.

*May contain personal, confidential or other information that should not be released pursuant FOIL, the Family Educational Rights and Privacy Act, and/or the Individuals with Disabilities Education Act (exceptions FOIL).

The Records Access Officer shall insure that School personnel maintain:

- i. Maintain an up-to-date subject matter list;
- ii. Assist persons seeking records to identify the records sought;
- iii. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested;
- iv. Upon locating the records, take one of the following actions:
 - a. Make records available for inspection; or,
 - b. Deny access to the records in whole or in part and explain in writing.
- v. Upon request for copies of records:
 - a. Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - b. Permit the requester to copy those records.
- vi. Upon request, certify that a record is a true copy; and
- vii. Upon failure to locate records, certify that:
 - a. (School's name) is not the custodian for such records, or
 - b. The records of which (School's name) is a custodian cannot be found after diligent search.



Notice Note: The FOIL Records Access Officer at each school is the Director of Operations, whom may be contacted as follows:

| School | Director of Operations |
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| Uncommon Excellence Boys Elementary School | Jihane Thervil |
| Uncommon Excellence Girls Elementary School | LeKeitha Haynes |
| Uncommon Kings Elementary School | Ashley Russell |
| Uncommon Bed-Stuy West Elementary School | Garcelle Coldros |
| Uncommon Brownsville South Elementary School | Chantelle McLean |
| Uncommon Canarsie Elementary School | Joy Meekins |
| Uncommon Brownsville North Elementary School | Rita Chan |
| Uncommon Crown Heights Elementary School | Regan Flaherty |
| Uncommon Crown Heights Pre-K | Lauren Silver |
| Uncommon Williamsburg Elementary School | Hannah Herbert |
| Uncommon Bed-Stuy East Middle School | Rosemary Diaz |
| Uncommon Excellence Boys Middle School | Carla Quamina |
| Uncommon Excellence Girls Middle School | Justin Solomon |
| Uncommon Kings Middle School | Rachel Burks |
| Uncommon Bed-Stuy West Middle School | Mikayla Kimble |
| Uncommon Brownsville South Middle School | Jeremiah Pickert |
| Uncommon Canarsie Middle School | Frederick Makayan |
| Uncommon Brownsville North Middle School | Michael Baca |
| Uncommon Ocean Hill Middle School | Leah Clarke |
| Uncommon Williamsburg Middle School | Kassandra Diaz |
| Uncommon Collegiate Charter High School | Odera Ubaka |



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| Uncommon Charter High School | Vincent Baggett |
| Uncommon Leadership Charter High School | Patrick MacKenzie |
| Uncommon Preparatory Charter High School | Gian Andre Karlo Montegrigo |