

INNOVATION CHARTER HIGH SCHOOL

List of Records by Subject Matter

Freedom of Information Law

July 31, 2026

This is a list, by subject matter, of all records kept by Innovation Charter High School ("Innovation", or "the school"), whether or not available to the public under the New York Freedom of Information Law ("FOIL"). Innovation is a public charter school and is subject to FOIL pursuant to Education Law Section 2854.

Requests for records should be directed to the school's Records Access Officer: TO BE DESIGNATED BY THE BOARD (TO BE DESIGNATED), Innovation Charter High School, 410 East 100th Street, New York, NY 10029.

BOARD OF TRUSTEES

1. Agendas
2. Minutes of board meetings
3. Notices of meetings
4. Policies
5. Recordings of public meetings
6. Resolutions
7. Committee records (Finance and Audit, Academic Excellence, Personnel Review)
8. Trustee conflict of interest disclosures
9. Trustee terms, appointments and resignations
10. Annual reports to the authorizer

CHARTER AND AUTHORIZER

1. Charter agreement and amendments
2. Charter renewal applications, reports and determinations
3. Correspondence with the New York City Department of Education Charter Schools Office
4. Correspondence with the New York State Education Department and the Board of Regents
5. Accountability plan, goals and progress reporting
6. Site visit reports and monitoring correspondence

AUDIT

1. Audits
 - a. Fiscal
 - b. Non-fiscal
2. Annual report of audit by independent public accountant
3. Management letters and responses

4. Financial disclosure

BUDGET

1. Budget
 - a. Annual
 - b. Preliminary
 - c. Proposed
 - d. Amended
2. Budget-to-actual reporting

FINANCE

1. Accounting records
2. Annual financial and statistical reports
3. Applications for federal grants and claims for reimbursement
4. Banking and investment
 - a. Checking
 - b. Deposit books and slips
 - c. Direct deposit records
 - d. Statements
 - e. Reserve accounts
5. Bids
 - a. Canceled
 - b. Capital construction
 - c. Purchasing
6. Billing records
7. Checks
 - a. Canceled
 - b. Copies and check stubs
 - c. Payroll
 - d. Registers
 - e. Voided
8. Cash disbursements ledger
9. Cash receipts
10. Cash transactions
11. Check register
12. Expenditure ledger
13. General journal
14. General ledger and revenue ledger
15. Paid bills, including invoices or claims, purchase order copies, receiving information, requisitions, packing slips, and other data appropriate for payment
16. Past-due accounts
17. Purchase orders
18. Purchase requisitions

19. Reimbursements and claims
20. State aid reimbursement and reports
21. Transfer of funds register
22. Treasurer's monthly report
23. Warranties and guarantees
24. Records held by the school's outsourced business services provider

BUILDINGS AND GROUNDS

1. Annual fire inspection reports of school facility
2. Architectural drawings
3. Construction and repair summaries
4. Fire safety reports
5. Co-location and space use records with the New York City Department of Education
6. Insurance
 - a. Appraisals
 - b. Claims
 - c. Fire
 - d. Health
 - e. Liability
 - f. Policies
 - g. Property
 - h. Theft
 - i. Title
7. Logs
 - a. Accidents and illnesses
 - b. Equipment maintenance
 - c. Facility maintenance and repair
 - d. Legal
 - e. Telephone
8. Property damage reports
9. Safety drill records
10. Safety inspections
11. District-wide school safety plan and building-level emergency response records
12. Security records
13. Vandalism reports
14. Video surveillance recordings
15. Visitor register
16. Work orders

COMMUNICATION

1. Bulletins and newsletters, including the weekly family newsletter
2. Calendars
3. Code of conduct

4. Correspondence
5. School website and social media records
6. Family and staff communication platforms
 - a. Messaging and notification records
 - b. Distribution lists
7. Internet and technology
 - a. Services and use agreements
8. Lists
 - a. Mailing lists
 - b. Special education and related services
 - c. Student rosters
 - d. Vendors
9. Manuals (student, family and staff)
 - a. Policies
 - b. Procedures
10. Photographs and media releases
11. Press releases

CURRICULUM AND INSTRUCTION

1. Grades 9 through 12 instructional program
 - a. Program of study and course catalog
 - b. Curriculum and scope and sequence
 - c. Unit and lesson plans
 - d. Instructional materials
2. Graduation requirements and credit accumulation records
3. English language learner program records
4. Special education program records and services
5. Individualized Education Programs and related service records
6. Section 504 plans
7. Academic intervention and multi-tiered support records
8. Physical education and health program records
9. Extracurricular activities
 - a. School-sponsored clubs
 - b. Field trips
 - c. Student organizations
 - d. Athletics
10. Partnership and after-school program records
11. Family association records
12. School admission, lottery, enrollment and registration records

EDUCATIONAL DATA

1. Basic Educational Data System (BEDS) submissions
2. Data administration and documentation

3. State school report cards, progress reports and transcripts
4. Student information system records
5. Assessment and analytics platform records
6. Attendance and chronic absenteeism data
7. Graduation, persistence and postsecondary outcome data

STUDENT DATA PRIVACY AND SECURITY

1. Education Law Section 2-d compliance records
2. Parents Bill of Rights for Data Privacy and Security
3. Third party contractor agreements and supplemental information
4. Data privacy and security policy
5. Data breach and incident reports and notifications
6. Data protection officer designation and records
7. FERPA directory information notices and opt-outs
8. Information technology security assessments and remediation records
9. System access, account and administrative privilege records

EQUIPMENT, INVENTORY AND TECHNOLOGY

1. Report of fixed assets inventory
2. Maintenance and repair records
3. Property records
4. Device inventory and assignment records
5. Network, telephone and print system records
6. Software and platform licensing records
7. Managed service provider agreements and service records

FUNDING

1. Awards, grants and gifts
2. Fundraising records
3. Gifts and prizes awarded to students
4. Scholarships and awards
5. State aid funding
6. Federal Title funding
7. Grant applications, budgets and reporting

INSURANCE

1. Policies
2. Liability coverage
3. Certificates of insurance
4. Claims records

LEGAL

1. Americans with Disabilities Act
 - a. Compliance records
2. Child abuse and maltreatment reports
3. Notices of claim
4. Claims and warrants
5. Contracts
 - a. Vendor agreements
 - b. Offer and continuation letters
 - c. Memoranda of understanding
6. Court orders
7. Freedom of Information Law requests and responses
8. Hearings
 - a. Audits
 - b. Budget
 - c. Employee grievance
 - d. Public
 - e. Student disciplinary
9. Internal investigations
10. Legal actions
 - a. Briefs
 - b. Insurance cases
 - c. Subpoenas
 - d. Litigation holds
11. Legal notices
12. Dignity for All Students Act records
13. Title IX records

PAYROLL AND PERSONNEL

1. Administrative organizational chart
2. Affirmative action investigations, if applicable
3. Employees
 - a. Contractor agreements, W-9s and invoices
 - b. Disciplinary proceedings, performance improvement plans and warnings
 - c. Pay rate acknowledgements
 - d. Employee assistance program records
 - e. Financial disclosures
 - f. Grievances
 - g. Employee health and benefits records
 - h. Injury and illness records
 - i. Personnel records
 - j. Timesheets and time and attendance records
4. Insurance
 - a. Unemployment

- b. Workers compensation
- 5. Payroll
 - a. Assignments and garnishments of salary
 - b. Checks
 - c. Direct deposit records
 - d. Individual earnings records
 - e. Payroll register
 - f. Wages
- 6. Records of names, business addresses, titles and salaries of all officers and employees
- 7. Teacher certification and qualification records
- 8. Professional development plan
- 9. Professional performance review plan
- 10. Recruitment, hiring and onboarding records
- 11. Resignations
- 12. Termination of employment
- 13. Offboarding records including account and property return
- 14. Work schedules
- 15. Working papers

RECORDS

- 1. Academic records
- 2. Archival records
 - a. Administration
 - b. Retention and destruction of records
- 3. Attendance plans
- 4. Attendance records
- 5. Disciplinary records
 - a. Employees
 - b. Students
- 6. First aid records
- 7. Grade reports
- 8. Guidance records
- 9. Health records
 - a. Employee
 - b. Students
- 10. Hiring records
- 11. Identification cards
- 12. Immunization records
- 13. Instructor grade records, test scores and marking sheets
- 14. Interns and volunteers, personnel records
- 15. Interview records
- 16. Job classification records
- 17. Job postings
- 18. Meeting files

19. Memoranda
20. Permanent record cards
21. Public access to records
22. Pupil personnel cumulative record
23. Records disposition and retention schedule
24. Records management
25. Reports
 - a. Accident
 - b. Administrative
 - c. Annual
 - d. Budget
 - e. Fire safety inspection
 - f. Fiscal
 - g. Health
 - h. Property damage
 - i. Safety
 - j. Special education
 - k. Statistical
 - l. Student data
 - m. Theft
 - n. Vandalism
26. Telephone logs

TESTING AND ASSESSMENT

1. Achievement tests
2. Aptitude tests
3. Examinations
 - a. Regents examinations
 - b. Interim and benchmark assessments
 - c. Other formative and summative assessments
4. Assessment accommodation records

TRAINING

- a. Defibrillator and CPR training records
- b. Mandated reporter training records
- c. School safety and emergency response training records
- d. Data privacy and security training records
- e. Professional learning
 - a. Certification records
 - b. Course records
 - c. Grade and test records
 - d. Reports
 - e. Workshops

TRANSPORTATION

1. Office of Pupil Transportation services and busing records
2. Student transit pass records
3. Correspondence
4. Field trip transportation records

MISCELLANEOUS

1. Correspondence
2. Registers
 - a. Accounting
 - b. Archives users
 - c. Bond and note issue and cancellation
 - d. Invoices
 - e. Students with disabilities records
 - f. Visitor logs and sign in
3. Registration records

ACCESS AND EXEMPTIONS

Records will be made available for public inspection and copying, except that the school may deny access to records or portions of records that:

- are specifically exempted from disclosure by state or federal statute;
- if disclosed, would constitute an unwarranted invasion of personal privacy;
- if disclosed, would impair present or imminent contract awards or other negotiations;
- are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise;
- are compiled for law enforcement purposes and which, if disclosed, would interfere with law enforcement investigations or judicial proceedings; deprive a person of a right to a fair trial or impartial adjudication; identify a confidential source or disclose confidential information relating to a criminal investigation; or reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- if disclosed, could endanger the life or safety of any person;
- are inter-agency or intra-agency materials which are not statistical or factual tabulations or data; instructions to staff that affect the public; final agency policy or determinations; or external audits, including but not limited to audits performed by the comptroller and the federal government;
- are examination questions or answers which are requested prior to the final administration of such questions;
- if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

REVISION NOTE

This list replaces the version dated July 31, 2020. The category structure and the statutory exemptions notice of the prior version are retained. The following corrections were made: references to a middle school program were

removed, as Innovation serves grades 9 through 12; a duplicated Finance section was consolidated; references to systems and vendors no longer in use were replaced with current descriptions; and assessment terminology was corrected to reflect the school's academic calendar. The following categories were added: Charter and Authorizer; Student Data Privacy and Security, reflecting Education Law Section 2-d; and expanded entries for technology, training, and personnel records. A Records Access Officer designation was added and requires board action.