Freedom of Information Law - Subject Matter List of Records Maintained by the SUNY Charter Schools Institute

Last Amended: March 18, 2016

SCHOOL FILES

Note that for a variety of reasons including the age of a school, not every school will have a file or information in each category below

Accountability

- Accountability Plans
- Accountability Plan Progress Reports
- Correspondence
- Performance Reviews and Summaries
- Comparative Performance Analysis Reports
- Renewal Reports
- School Visit Reports
- Enrollment and Retention Targets Information

Annual Reports

School Board Information

- Minutes
- Agendas
- New Trustee Information
- Annual Disclosures
- Policies (various, personnel, discipline, SPED discipline)
- By-Laws
- Codes of Ethics

Charters (includes renewal charters, extensions and revisions)

- Requests for Change in Programs/Revisions (including mergers)
- Charter agreements
- Incorporation Papers (provisional charters)
- 501(c)(3) Tax Exempt IRS Letters

Charter Applications (includes renewal applications)

- Letters of Intent
- Correspondence
Community Outreach  
Notification  
Requests for Amendment  
Reviews and Evaluations  
Reports and Letters  
Applications  
Business Plans  

Charter Management Organization or Educational Service Provider  

Management Agreement  
Related Contracts  

Complaints  

Enrollment  

Student Applications  
Application and Admissions Summaries  
Student Recruitment and Marketing Efforts Forms  

Facilities  

Certificates of Occupancy  
Insurance Information  
Lease/Purchase Agreements  
Facility Completion Schedules  
Correspondence  
Miscellaneous  
Attorney Review Letters  
Mortgage/Bond/Financing Agreements  

Financial Information  

Budgets (annual & start up)  
Cashflows (1st year schools only)  
Financial Statements (quarterly)  
Initial Statements  
Quarterly Reports (unaudited)  
Fiscal Dashboard Information  
Audited Financial Statements  
Management Letters  
Policy and Procedure Manuals  
Grant Information  
Insurance Information
FOIL Subject Matter List
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Requests made to Institute
Correspondence

Litigation Information/Papers

Notification

Public Notices
School District Notices

Prior Action Checklist Items

Probation/Violations

Violation Letters
Corrective Plans
Remedial Action Plans
Resolutions

SUNY and Charter Schools Committee Resolutions Related to Charter Schools

FILES RELATED TO THE OPERATIONS OF THE INSTITUTE

Personnel

Budget

Procurement

Travel

Facilities

Contracts

Correspondence/e-mail

Newsletters

Litigation

FOIL

Events
General Information

Website files
Requests for Proposals
Guidance Documents
Policies

SUNY Charter Schools Committee Meeting Materials

Summaries of Findings and Recommendations
Renewal Reports
Committee Resolutions
SUNY Board Resolutions (related to charter schools issues)
Grant Summaries
Institute Update Memos

Grant Information (Charter Schools Stimulus Funds)
(Note that this information is held for all charter schools that apply for the grants regardless of whether SUNY is the authorizer.)

Requests for Applications
Applications
Contracts
Contract Revisions
Correspondence with Recipients
Reimbursement Documentation
Correspondence Related to Grant Programs