



AMBER CHARTER SCHOOLS

RECORDS MAINTAINED

STUDENT FILES

- Child's Birth Certificate*
- Proof of Residence for Guardian*
- Home Language Survey*
- Suspension Letters*
- Report Cards from other Schools attended

SPECIAL EDUCATION FILES

- Individualized Education Program (IEP)*
- Evaluations*
- Referrals*

HEALTH INFORMATION

- Physical Examination form*
- Proof of Immunizations*
- MAF - Medical Administration Form*

BOARD OF TRUSTEES

- Meeting minutes

PERSONNEL RECORDS

- Personnel Records*
- Fingerprint Clearance Records*
- Certification Records*

SCHOOL CONTRACTS

- Collective Bargaining Agreement
- Management Contract Records
- Outside Contract Records

* All categories marked with an asterisk may contain personal and confidential information that is not available for public access pursuant to the Freedom of Information Law (FOIL) (Public Officers Law, Section 84, et seq.), the Family Educational Rights and Privacy Act (FERPA), or the Disabilities Education Act (which are exceptions to FOIL).