



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

Last Amended: February 22, 2024

For more information on the Freedom of Information Law, please see the [NYS Department of State Committee on Open Government website](#).

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

ACADEMIC EVALUATION AND ACCOUNTABILITY

Accountability

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

COMPLIANCE INFORMATION

Annual Reports

Enrollment

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

Facilities

- Attorney Review Letters
- Certificates of Liability Insurance
- Certificates of Occupancy
- Correspondence
- Facility Completion Schedules
- Lease/Purchase Agreements
- Mortgage/Bond/Financing Agreements
- Reporting Questionnaires

Preopening Items

School Board Information

- Agendas
- Annual Disclosures
- Board Contact List
- Bylaws
- Codes of Ethics
- Conflicts of Interest
- Minutes
- New Trustee Information
 - Resume/Biography
 - Request for Information Form
- Policies (various, personnel, discipline, SPED discipline)
- Trustee Financial Disclosures

FINANCE

Financial Information

- Audited Financial Statements
- Budgets (annual and start up)
- Cashflows (first-year schools only)
- Financial Statements (quarterly)
- Fiscal Dashboard Information
- Insurance Information
- Initial Statements
- Management Agreements
- Policy and Procedure Manuals
- Quarterly Reports (unaudited)

LEGAL

Charters (includes renewal charters, extensions, and revisions)

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

Charter Applications (includes renewal applications)

- Applications
- Business Plans
- Correspondence

Letters of Intent
Notification
Reports and Letters
Requests for Amendment
Reviews and Evaluations

Charter Management Organization or Educational Service Provider

Management Agreement
Related Contracts

Complaints

Formal
Informal

Guidance Documents for Charter Schools

Litigation Information/Papers

Notification

Public Notices
School District Notices

Probation/Violations

Corrective Plans
Correspondence
Remedial Action Plans
Resolutions
Violation Letters

OPERATIONS OF THE INSTITUTE

Budget

Correspondence/e-mail

Newsletters

Events

FOIL

Requests made to Institute
Responses to FOIL Requests

General Information

Guidance Documents
Podcasts
Policies
Presentations
Requests for Proposals
Website Files

Litigation

SUNY Charter Schools Committee Meeting Materials

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

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.

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

For further records possessed by SUNY and the SUNY Research Foundation, please refer to [SUNY's Freedom of Information Law website](#) and [SUNY Research Foundation's Freedom of Information Law website](#).