

FREEDOM OF INFORMATION ACT

SUBJECT MATTER LIST

LEEP Dual Language Academy Charter School

This subject matter list is maintained in accordance with the policies of LEEP Dual Language Academy Charter School.

1. General Correspondence
2. Personnel Records*
 - 2.1. General*
 - 2.2. Employment Applications*
 - 2.3. Payroll Records
 - 2.4. Background Check Records*
 - 2.5. Teacher and Staff Evaluation Records*
 - 2.6. Attendance Records
 - 2.7. Employment Manual
3. Student Files*
 - 3.1. General*
 - 3.2. Testing Results*
 - 3.3. Progress Reports*
 - 3.4. Disciplinary Records*
 - 3.5. Guidance Records*
 - 3.6. Individual Education Plan Records*
4. Student Health Records*
 - 4.1. Student Immunization Records*
 - 4.2. Student Medical Records*
 - 4.3. Student Accident Records*
5. Safety Records
 - 5.1. School Safety Plan
 - 5.2. Reports of Fire and Building Department Inspections
 - 5.3. Incident Reports*
6. School Contracts
 - 6.1. General

- 6.2. Professional Development Contract Records
 - 6.3. Technology Provider Records
 - 6.4. Other Contractor Records*
- 7. Grant Records
 - 7.1. Materials related to grant awards
- 8. Charter School Organization Records
 - 8.1. Board of Regents-approved Charter
 - 8.2. By-laws
 - 8.3. Minutes of Meetings of Trustees
 - 8.4. Policies
- 9. Facilities Records
 - 9.1. Facilities Maintenance Contract Records
 - 9.2. Reports of Fire and Building Department Inspections
 - 9.3. Leases
- 10. Financial Records
 - 10.1. Auditor Reports
 - 10.2. Audits
 - 10.3. Bank Records
 - 10.4. Invoices
 - 10.5. Financial Statements
 - 10.6. Reports of Retirement or other employee benefit Plans
 - 10.7. Internal Revenue Service Reports
 - 10.8. Fiscal Policies & Procedures

* All categories marked with an asterisk may contain personal and confidential or other information that is not subject to release pursuant to FOIL, the Family Educational Rights and Privacy Act or the Individuals with Disabilities Education Act (which are exceptions to FOIL).