

Albany Leadership Charter School for Girls Records by General Category

Please note: Nothing herein shall be deemed or construed to constitute a waiver or admission by Albany Leadership Charter School for Girls that the instant FOIL request is permissible and we retain our rights to challenge said request.

Financial/Operations Records:

- Audited financial statements
- 990 Annual Tax returns
- Miscellaneous tax forms/filings
 - 941 Quarterly Federal Tax return
 - NYS-45-ATT Quarterly Withholding, Wage Reporting & Unemployment Insurance return
 - 1095/1096 returns
 - 1099's
 - W2s
 - W9s
 - Other
- Non-For-Profit Tax Status documents
- List of all employees, job title and salary or hourly wage rate
- Payroll reports from payroll provider
 - Payroll files supporting each payroll
- Standard reports generated by the payroll provider timekeeping and payment systems
- Teaching staff pay scale
- Public/employee postings
 - Federal and State Labor Law Posters
 - FMLA and PFL Posters
 - Workers Compensation Board notices - Forms WC88 31 & C-105
 - Disability Benefits notice – DB-120
 - ALH Code of Ethics
 - General Municipal Article 18 – Conflict of Interest of Municipal Officers and Employees
 - FOIL Policy and Procedures
 - Child Protective Services poster and Summary Guide for Mandated Reporters
- Standard reports generated by QuickBooks, ALH's accounting system
- Personnel files
 - Hiring documents/forms (benefits, policies, tax withholding, I9, wage notification, etc.)
 - Discipline records
 - Offer and Exit documents
 - Qualification documentation
 - Background checks
- Employee benefit documents and forms
- Accounts Payable voucher packages
- Deposit records & check receipt log

- Invoice records
- Journal Entries and support
- Account reconciliations
- Bank statements and reconciliations
- Contract files
- Rental agreements
- Insurance documents
 - Certificates of Insurance
 - Policies
- Grant documentation
- Budget documents
- Free and Reduced Lunch – economic disadvantaged family forms
- Financial reports provided to SUNY CSI, quarterly and annual including budget
- Certificates of Occupancy and Inspection
 - Permit to operate Food Services
- Safety Drill logs
- Water testing results
- Building documents
 - Architectural Plans
 - Operations and Maintenance Manual
 - Administration Close Out binder

Enrollment Records:

- Student Files with required enrollment documents
 - Home language questionnaire
 - Residency questionnaire
 - Copy of Birth certificate
 - Others
- Emergency/Registration Card for Students
- Student Applications
- Student Re-enrollment forms
- Student Releases, Waivers, Consents
- Student Proof of Residency documents
- Student STAC Forms
- Student Transportation forms
- Enrollment reports
- Student recruitment and marketing reports
- Student recruiting materials (brochures, flyers)
- Student records requests

Medical Records:

- Student Vaccination Records
- Incident/injury reports
- Student medical records

- Student physicals
- Student Self-Administration form for medications

Academic:

- School's Annual Accountability Plan Progress Report
- Standard reports generated by PowerSchool, ALH's educational data repository
 - Attendance
 - Grades
 - Student credit accumulation reports
 - Student graduation records
 - Student behavior reports
 - Master Schedule
 - Student/teacher schedules
 - Demographics
 - Transportation
 - Staff snap shot and Personnel Master File data
- VADIR Reports
- IEP Student Files for Special Education
- Special Education Testing data
- 504 Plans for Students
- RTI student records and progress plans (standard reports as generated by STAR software)
- ENL testing/placemen/progress records
 - NYSESLAT exam results
 - NYSITELL exam results
- Student Assessment results (intervals, mock Regents)
- Student Regents Grades
- Student PSAT and SAT scores
- Accountability reports
- Lesson Plans from teachers
- Course scope and sequencing documentation
- Professional Development documentation
- Academic review data
 - Walk Throughs
 - Class observation reports
 - Teacher Evaluation Reports (reports as generated by PIVOT software)
- Course catalog
- Standard reports generated by student behavior tracking software (Kickboard)
- Student behavior summary reports (no pass list, daily email, Principal's Dashboard to Board)
- In-School-Suspension letters for Special Education students
- Out of School Suspension letters for students
- Student Attendance letters
- Community Partner data base reports
- Service Learning data base reports
- List of books housed in Library

- Standard reports of Library check out records as generated in library software program

Policies/Handbooks:

- Parent/Guardian Handbook and Code of Conduct
- Employee Handbook
- Athletic Handbook
- Financial Policies and Procedures
- Building Safety Plan
- Student Activity Handbook
- Technology Plan
- Field Trip Handbook, Field Trip Permission form, Field trip Approval form
- Teacher Mentorship Program guide
- Admissions and Enrollment Policies
- Wellness policy
- Health policy
- DASA policy
- Concussion policy
- Suicide prevention policy
- Code of Ethics policy
- ALH Homeless (McKinney Vento) policy
- ALH Disaster Recovery Policy

Guidance/Social Work:

- Student POP reports (grades)
- Standard reports generated by College and career data base software (Maia Learning)
- Student College applications, acceptances, financial packages
- Student college recommendations letters from Guidance Counselors
- Grade and graduation records
- Student Graduate Transcripts
- Senior Annual Review records
- McKinney Vento student records
- Food pantry records

Communications:

- Email server – AlbanyLeadershipHigh.org
 - Staff emails
- Gmail – ALHSG.ORG
 - Staff gmail
 - Shared Google Docs for Education
- Annual School Calendar
- Sports Calendar
- Annual Bell Schedule

- Staff Directory
- Monthly Newsletters
- Webpage: www.AlbanyLeadershipHigh.org
- Facebook account: www.facebook.com/AlbanyLeadershipHigh
- Twitter account: @AlbanyLeadershi
- Instagram: @AlbanyLeadershipHigh

Board of Trustee:

- Meeting minutes
- Meeting postings
- By Laws
- Annual Board of Trustee Disclosure forms
- Standard reports/records in software repository, Board on Track

Charter:

- Official Charter Certificate, current and prior
- Charter Application documents
- Original Charter Application