

FOIL Requests

Pursuant to New York State's Freedom of Information Law ("FOIL"), New Roots Charter School has established rules and regulations relating to the inspection and production of school district records.

Definition of Records

A record is defined as any information kept, held, filed, produced or reproduced by, with or for the district in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.

Submitting a FOIL Request

FOIL requests for New Roots Charter School records may be submitted to Allyn Rosenbaum, the school's FOIL Officer, by:

Mail

New Roots Charter School
Allyn Rosenbaum FOIL Officer
PO Box 936
Ithaca, NY 14851

Email

arosenbaum@newrootsschool.org

FOIL Request Fees

New Roots Charter School charges the statutorily permitted fee of \$0.25 cents per page for photocopies of records requested under FOIL. Payment must be submitted to New Roots Charter School by check. Payment should not be submitted until you are informed of the charge for your request.

Submitting a FOIL Appeal

Any person denied access to a record may file an appeal to the Superintendent, who also serves as the Records Appeals Officer, within 30 days of the denial. Written appeals may be submitted by:

Mail

New Roots Charter School
Tina Nilsen-Hodges Records Appeals Officer
PO Box 936
Ithaca, NY 14851

Email

tina@newrootsschool.org