**Freedom of Information Law**

The New York Charter Schools Act requires that charter schools comply with the “Freedom of Information Law” (FOIL). When a charter school receives a request for information under the Freedom of Information Law, it must be responded to in the following manner:

1. Within five business days of receipt of a written request, the Wildcat charter school will either make the information available to the person requesting it, deny the request in writing, or provide a written acknowledgement of receipt of the request that supplies an approximate date for when the request will be granted or denied.
2. If an individual is denied access to a record, he or she may, within 30 days, appeal such denial to the head of the charter school or his or her designee.

1. Upon timely receipt of such an appeal, the school will, within 10 business days of the receipt of the appeal, fully explain the reasons for further denial or provide access to the record sought. The Wildcat charter school will also forward a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government.

The Wildcat charter school reserves the right to deny access to a requested record if:

* Such access would constitute an unwarranted invasion of personal privacy;
* Such records are compiled for law enforcement purposes; and,
* Such records are inter-agency or inter-agency materials, which are not statistical or factual tabulations of data; instructions to staff that affect the public, or a final policy.