



220 East 106<sup>th</sup> Street  
New York, NY 10029  
Tel: (212) 534-9667  
Fax: (212) 534-6225  
[www.ambercharter.org](http://www.ambercharter.org)

## **NOTICE**

### **Amber Charter Schools Adherence to Freedom of Information Law (FOIL)**

Like all publicly funded organization, Amber Charter School adheres to the requirement of the federal Freedom of Information Law (FOIL). This law pertains to the public's right to access any government record. The actual law can be found at <http://www.dos.ny.gov/coog/foil2.html>.

If you wish to access records under FOIL, you must include the following information:

- The requestor's name, address, phone number and email address so that school can transmit records electronically, if practicable
- Specify the records being requested. Please include as much detail about the records as possible, including relevant dates, names, descriptions, addresses, ID numbers, etc

Any request for information under FOIL should be made in writing to Amber Charter Schools':

- **Records Access Officer:**  
Kirsys Gomez & Veronica Almedina  
Co-Chief Executive Officers  
Amber Charter Schools  
3120 Corlear Avenue, Bronx, NY 10463

If the request is denied or is not acknowledged within a reasonable period of time a second request for information can be made in writing to:

- **Records Appeal Officer:**  
Board Chair  
Board of Trustees  
Amber Charter Schools  
3120 Corlear Avenue, Bronx, NY 10463

Records may be copied at the prevailing statutory rate per page. All written FOIL request that reasonably describe documents will be acknowledged by the school within five business days. If the school cannot within five business days provide the records or deny the request (e.g. when the school has no responsive records), it must within five business days write to the FOIL requester and provide an approximate date by which either some or all of the records will be available. Individuals' private information cannot be included in the school's responses and will be redacted.