

HARLEM CHILDREN’S ZONE PROMISE ACADEMY CHARTER SCHOOLS

SUBJECT MATTER LIST OF RECORDS HELD

As of July 31, 2026

This Subject Matter List identifies the general categories of records maintained by Harlem Children’s Zone Promise Academy Charter School and Harlem Children’s Zone Promise Academy II Charter School (collectively, the “Schools”), whether or not available under the Freedom of Information Law (“FOIL”), and is published pursuant to Public Officers Law §87(3)(c). The Schools are subject to FOIL pursuant to Education Law §2854(1)(e). Harlem Children’s Zone, Inc. (“HCZ”) is a private not-for-profit corporation, is not an “agency” under Public Officers Law §86(3), and is not subject to FOIL; records of HCZ and of its programs other than the Schools are outside the scope of this List. Records that HCZ maintains by, with, or for the Schools’ Board of Trustees are records of the Schools and are covered.

Categories marked with an asterisk (*) may contain personal or confidential information not available for public access, in whole or in part, under FOIL, FERPA, the Individuals with Disabilities Education Act, or Education Law §2-d. The presence or absence of an asterisk is not a determination that any record is or is not disclosable; each request is evaluated record-by-record under Public Officers Law §87(2) and the Schools’ FOIL Notice. Building-level emergency response plans are confidential and exempt from disclosure under Education Law §2801-a. This List is not a compilation of every record used by the Schools in daily operations. Requests must be made in writing to the Records Management and Access Officer in accordance with the Schools’ FOIL Notice, which sets forth procedures, exemptions, fees, and appeal rights.

New York State Committee on Open Government: <http://www.dos.ny.gov/coog/>

Promise Academy Board of Trustees Records • Agendas, minutes, and notices • Resolutions • Bylaws and governance documents • Board policies and handbooks • Annual financial disclosure and conflict of interest statements*	Charter and Authorizer Records • Charter agreements and amendments • Charter and renewal applications and reports • Accountability plan and progress reports • Authorizer school visit and monitoring reports • NYSED annual reports • Authorizer correspondence*
Administrative Records • School policies, procedures, and handbooks • Family and staff handbooks (each version) • Calendars, schedules, and operational records* • General correspondence* • FOIL request records* • Complaint and investigation files*	Financial Records • Audits and audited financial statements • Budgets and financial statements • Banking records* • IRS Forms 1023 and 990 and determination letters • Federal and state grant records (Title I, IDEA Part B)* • Insurance policies, claims, and appraisals*
Contracts and Property Records • Vendor contracts and service agreements • Procurement and bid records • Special education contractor files* • Transportation and food service records* • Leases and real property records • Facilities, capital project, and asset records	Human Resources Records • Personnel and employment records* • Payroll, time, and attendance records* • Benefits and retirement plan records* • Teacher and administrator certification records* • Fingerprint clearance and background checks* • APPR and performance evaluation records*
Student Records • Admissions applications, lottery records, and waitlists* • Enrollment, registration, and transfer records* • Cumulative records and transcripts* • Attendance records* • Report cards and individual assessment results* • Aggregated school-wide test results (non-identifiable) • Discipline records* • Special education and Section 504 records*	Health and Safety Records • Student health and immunization records* • Accident and incident reports* • District-wide school safety plan • Building-level emergency response plans* • Fire department inspection reports and drill logs • Certificates of occupancy

Data Privacy and Technology Records • Data Privacy and Security Policy and Parents’ Bill of Rights • Supplemental information for third-party contracts (Education Law §2-d) • Data privacy agreements • Information technology and information security records*	Legal Records • Litigation, claims, and dispute resolution files* • Regulatory filings and correspondence*
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This List is reviewed and updated not less than annually by the Legal and Compliance Departments.