


ACCESS TO SCHOOL DISTRICT RECORDS EXHIBIT

APPLICATION FOR ACCESS TO SCHOOL DISTRICT RECORDS

TO: Records Access and Records Management Officer

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

Please see next page for full request.

	For Jackson Parker	03/15/2023
(Signature)		(Date)

N/A	617-299-1832
(Representing)	(Telephone Number)

MuckRock News, DEPT MR142848, 263 Huntington Ave, Boston, MA 02115

(Mailing Address)

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FOR AGENCY USE ONLY

Approved [ ]

Denied for the reason(s) listed below:

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\_\_\_\_\_

(Signature)	(Title)	(Date)

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**NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE APPEALS OFFICER WHO MUST FULLY EXPLAIN HIS/HER REASONS FOR SUCH DENIAL IN WRITING FIVE DAYS AFTER RECEIPT OF AN APPEAL.**

**I HEREBY APPEAL:**

(Signature)	(Date)

**ACCESS TO SCHOOL DISTRICT RECORDS**

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and governing the procedures to be followed to obtain access to district records. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

*Retention and Destruction of Records:*

The Board hereby adopts as policy the Records Retention and Disposition Schedules as promulgated by the Commissioner of Education, setting forth the minimum length of time school district records must be retained.

Cross-ref: 5500, Student Records  
6600, Fiscal Accounting and Reporting  
6630, Financial Reports and Statements  
8111, Reporting of Hazards  
9510, Personnel Records

Ref: Public Officers Law §84 et seq.  
Education Law §2116  
Arts and Cultural Affairs Law §57.11  
Local Government Records Law, Article 57-A  
8 NYCRR Part 185

Note: Policy added  
[The Freedom of Information Law (FOIL) requires all Boards of Education to adopt rules and regulations regarding school district records.]

Adopted April 4, 1995

Revised March 27, 2001

To Whom It May Concern:

Pursuant to the New York Freedom of Information Law, I hereby request the following records:

Pursuant to the New York State Freedom of Information Law (FOIL), I am requesting the following records:

All communications, including emails, memos, and other written documents, related to the decision to cancel remote instruction on 3/14/23, specifically as it relates to the State of Emergency declared by the State of New York due to inclement weather.

Any policies, guidelines, or procedures related to the decision-making process for cancelling remote instruction during inclement weather and/or a State of Emergency.

Any documents related to funding differences between a regular school day, snow day off of school, snow day with remote instruction, and no instruction and school cancelled with a State of Emergency for the State of New York.

Any other documents or information related to the decision to cancel remote instruction on 3/14/23.

Additionally, I am requesting any records or information related to the potential impact of cancelling remote instruction on student learning, including but not limited to any identified learning loss or negative impacts on academic progress. Specifically, I am requesting any records or communications related to the report published by NYS Comptrollers Office [1] on 3/13/23, which identified concerns related to learning loss and academic progress.

I am making this request in the public interest as it relates to the use of public funds, the decision-making process for cancelling remote instruction during inclement weather and/or a State of Emergency, and the potential impact on student learning. I request that the records be provided in electronic format, if possible.

[1] <https://www.osc.state.ny.us/press/releases/2023/03/dinapoli-federal-data-shows-new-yorks-losses-fourth-grade-math-and-reading-scores-are-double-national>

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Jackson Parker