



**FREEDOM OF INFORMATION LAW (F.O.I.L.) PUBLIC NOTICE**

The amended Freedom of Information Law gives you the right of access to many public records, which may include records of Harlem Village Academy Charter School (HVA).

Harlem Village Academies Charter School has adopted regulations governing when, where and how you can see its public records. These regulations are available at places where such records are stored.

According to these regulations, records may be made available for viewing upon written request. The records access officer for each HVA campus is:

West Lower Elementary PreK-1	West Upper Elementary 2-5	West Middle 6-8
Tim Sowa 74 W. 124 <sup>th</sup> St. New York, NY 10027	Pamela Tejada 132 W. 124 <sup>th</sup> St. New York, NY 10027	Kasia Szymanska 244 W. 144 <sup>th</sup> St. 4 <sup>th</sup> Floor New York, NY
East Elementary PreK-5	East Middle 6-8	HVA High
MarrLa Merritt 2351 First Ave Third Floor New York, NY 10035	David Lucas 2351 First Ave Fourth Floor New York, NY 10035	Garrett Block 35 West 124 <sup>th</sup> Street First Floor New York, NY 10027

In the event that a request for access to a record is denied, a written appeal may be made within thirty (30) days to:

Lisa Chen  
35 W 124<sup>th</sup> Street  
New York, NY 10027

**RECORDS THAT MAY BE AVAILABLE UNDER THE FREEDOM OF INFORMATION LAW FOR HARLEM VILLAGE ACADEMIES**

- Student Incident Reports
- Safety Records
- School SAVE Plan
- Reports of Fire Department Inspections
- School Contracts
- Management Contract Records
- Outside Contract Records
- SPED Contractor Records
- Fingerprint Clearance Records
- Certification Records