



Public Documents / Freedom of Information Act (FOIA)

Excerpted from the Achievement First Family Handbook 2018-19

The school fully complies with the Freedom of Information Act (FOIA). Any requests for school records or information from the school must be in writing and submitted to the principal or to his/her designee(s). Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.
- If the person requesting information is denied access to a record, he/she may, within 30 days, appeal such denial to the principal or to his/her designee(s). Upon timely receipt of such an appeal, the school, within 10 business days of the receipt of the appeal, fully explains the

