



Ivy Hill Preparatory Charter School Freedom of Information Law – Subject Matter List

Ivy Hill Preparatory Charter School's (the "School") subject matter list provides a reference of subjects or file categories under which records are maintained by the School. This list is not a compilation of every record used by the School to conduct daily business functions. Not all records listed here are publicly available under the Freedom of Information Law (FOIL). Under FOIL, certain records are exempt from disclosure, as more fully described in the School's FOIL Policy.

Administrative Records

- Grants and Contracts
- Charter & By-Laws
- Agendas and Minutes of Board & Committee Meetings
- Fixed Asset Inventory List
- Supplies List
- Property Documentation (leases, etc.)
- Fundraising Records
- Minutes of the Board of Directors and subcommittees
- Banking agreements
- Vendor invoices
- Tax Returns and Correspondence

Human Resources Records

- Employee Assignments and Garnishments
- Employee Benefit Plan Documents
- Employee Payroll Records and Reports
- Employee Personnel Records
- Employee Timesheets and Attendance Records
- Employee Workman's Compensation Documents
- Employment Applications

Financial Records

- Accounts Payable Ledgers and Schedules
- Accounts Receivable Ledgers and Schedules



- Audit Reports of Independent Accountants
- Depreciation Schedules
- Bank Statements & Reconciliations
- Cancelled Checks
- Cash Receipts and Disbursements
- Expense Analyses & Distribution Schedules
- Financial Statements
- Fixed Asset Records & Appraisals
- General Ledgers
- W-2 / W-4 / 1099 Forms, etc.
- Invoices from Vendors
- Tax Returns and Correspondence

Insurance Records

- Accident Reports and Claims
- Policies
- Insurance – Policies: Expired and Permanent

Student Records

- Student Cumulative Education Record
- Other Student Records (registration record, Section 504 evaluations, counselor notes, etc.)
- Examination Test Results, Papers and Answer Sheets
- Enrollment Applications
- Lottery Results
- Student Portfolio (student's best work, progress reports and grades)
- Attendance Records
- Student Organization Records
- Disciplinary Records
- Records of Gifts or Prizes Awarded to Students
- Special Education Files
- Education Funding Documents

