



List of Records Maintained by Brooklyn Excelsior Charter School

Student records

Enrollment, including date of entry *

Records of schools attended*

Records from any previous school*

Student information form *

Proof of address*

Proof of age*

Home language survey*

Attendance*

Report cards, progress reports and course grades*

Special education records, including IEP, 504 plan, evaluations, and related documents*

Disciplinary records*

Media release Form*

Student Health Records

Health Form*

Student immunization records*

Student medical records*

Student accident reports*

Personnel Files

Fingerprint clearance records*

Certification records*

Staff roster*

*May contain personal, confidential or other information that should not be released pursuant FOIL, the Family Educational Rights and Privacy Act, and/or Individuals with Disabilities Education Act.

Updated: July 2025