

**Hebrew Language Academy Charter School 2
Freedom of Information Law - Subject Matter List**

Hebrew Language Academy Charter School 2'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

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Accident Reports and Claims
Policies
Insurance - Policies (Expired) 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
Athletic Records
Fundraising Records
Disciplinary Records
Records of Gifts or Prizes Awarded to Students
Special Education Files
Education Funding Documents