



Freedom of Information Law (FOIL) – Public Notice
(Public Officers Law, Article 6)

The Freedom of Information Law gives the public the right to inspect or obtain copies of most records maintained by Leaders In Our Neighborhood Charter School. The information below explains how to submit a request, expected response times, fees, and appeal rights.

How to Request Records

Written requests should be directed to the school’s Records Access Officer (RAO):

Records Access Officer (K-8)	Anh Pham
Records Access Officer (9-12)	Erik Gonzalez
Address for Requests	730 Bryant Avenue, Bronx, NY 10474
Email	Foil@lioncharterschool.org
Business Hours	Monday–Friday, 8:00 a.m. – 3:00 p.m., excluding legal holidays

Response Time

The RAO will acknowledge your request within five (5) business days of receipt.

Request Fees

<i>Service</i>	<i>Fee</i>
<i>Paper copies (≤ 9" × 14")</i>	<i>\$0.25 per page</i>
<i>Larger paper copies / electronic exports</i>	<i>Actual reproduction cost, plus employee time if preparation exceeds two hours</i>
<i>Certification of a record</i>	<i>\$1.00 per certification</i>

Fees may be waived when disclosure is in the public interest.

Appeals

If your request is denied (in whole or in part), you may appeal in writing within thirty (30) days to:

Appeals Officer	Barasha Hiloidhari
Address for Requests	730 Bryant Avenue, Bronx, NY 10474
Email	Appeals@lioncharterschool.org

A written decision will be issued within ten (10) business days. Copies of the appeal and determination are forwarded to the NYS Committee on Open Government.

More Information

Full FOIL policy, fee schedule, and subject-matter list: <https://lioncharterschool.org/notices/>
 NYS Committee on Open Government: <https://opengovernment.ny.gov>