



The Renaissance
Charter School
"Developing Leaders for the Renaissance of New York"

Please read through this with your child.
2025-2026 ANNUAL PARENT INFORMATION LETTER

"Developing Leaders for the Renaissance of New York"

"The Renaissance Charter School is based on the conviction that a change in the destiny of a single individual can lead to a change in the destiny of a community, nation, and ultimately humankind. Its mission as a PreK-12 school is to foster educated, responsible, humanistic young leaders who will through their own personal growth spark a renaissance in New York. Its graduates will be global citizens with an abiding respect for peace, human rights, the environment, and sustainable development."

WELCOME TO THE 2025-2026 SCHOOL YEAR!

We're excited to welcome you to the 2025–2026 school year! At Renaissance, learning is hands-on, creative, and connected to the world around us. This year, students will dive into projects that make academics come alive, explore a wide range of art classes, and take part in experiences that reach beyond the classroom and into our amazing city. These moments help our students grow into confident young people who are ready to take on the world.

For a deeper look, we invite you to explore *Part 3: Living Our Mission* later in this letter.

IMPORTANT DATES

Below is a brief timeline of events. For detailed information, please refer to the individual communications sent prior to this newsletter.

WELCOME HOURS - ELEMENTARY SCHOOL, PreK to 5th Grade - Wednesday, September 3
Required for families.

DARE TO PREPARE DAYS - MIDDLE & HIGH SCHOOL - Thursday, September 4 and Friday, Sept 5
Required for Middle School/High School students. Attendance will be taken.

FIRST FULL DAY OF CLASSES FOR ALL STUDENTS - Monday, September 8

HOW TO UPDATE YOUR INFORMATION

The easiest and most effective way to update your information is by logging into your PowerSchool account directly. PowerSchool is our Student Information System, where you manage your contact details, view student grades, and track attendance.

Please ensure your contact information is complete and current on PowerSchool, including a phone number and email address.

IT IS IMPERATIVE THAT WE BE ABLE TO REACH YOU OR ANOTHER RESPONSIBLE ADULT SHOULD THERE BE AN EMERGENCY WITH YOUR CHILD.

If you have trouble accessing your PowerSchool account, please email Dawn Cahill Russo at dawncahillrusso@rencharter.org. Please submit usernames and password requests using this [form](#).

WHO TO CONTACT

- **Attendance**, updating your emergency contact information, home address, phone number, or email address:
 - Michelle Cardona, Pupil Accounting Secretary, michellecardona@rencharter.org
 - Pierina Arias, High School Registrar, pierinaarias@rencharter.org
- **PowerSchool** Questions: Dawn Cahill Russo, Assistant Director of Data and Accountability, dawncahillrusso@rencharter.org
- Questions about **School Food**: Ed Pasch, Executive Chef, edpasch@rencharter.org
- Questions about our **onsite after school programming** for grades 5-10: Samantha Perman, Senior Director of Programs, Samantha.Perman@82ndst.com
- For any **other questions**, Carolina Caicedo, Parent Coordinator, carolinacaicedo@rencharter.org

For our school directory, please visit our [website](#).

BACK TO SCHOOL INFORMATION

***UPDATED* Cell Phones and Other Electronic Devices Policy**

Following the **New York State Distraction-Free Learning Environment Law**, The Renaissance Charter School is committed to fostering a focused and respectful academic environment. To this end, we are introducing [The Renaissance Charter School Personal Electronic Device Policy](#).

Personal electronic devices, including **phones, tablets, smartwatches, and earbuds**, must not be used by students during the school day, unless explicitly directed by a teacher, with permission from an administrator, for educational purposes. This applies to all areas of the school, including classrooms, hallways, the cafeteria, bathrooms, and shared common spaces.

Students in grades 6-12 must store these devices in their lockers. In grades K-5, students will place their device(s) in a school-provided storage container.

If your student is found to be in violation of these policies, the electronic device(s) will be confiscated. Devices may be picked up by a **parent or guardian ONLY on Tuesdays and Fridays, between 3:00 PM and 4:00 PM.** Students will not be allowed to retrieve their own devices.

If you need to reach your child, please call the school at 718-803-0060 ext. 0. If your child needs to contact you, the parent or guardian, they can use the phone in the main office.

STUDENT ID CARDS

All students in grades 6-12 are **required** to carry their identification cards with them every day and are **required** to 'swipe' every morning at one of our two stations by using their school ID cards. **This action will automatically register your student's attendance.**

If your student misplaces their ID card, they can request a replacement in the main office. There is an ID card replacement fee of \$10 per card.

OMNY CARDS (For use on city trains and public buses)

OMNY Card distribution will take place on "Dare to Prepare" student attendance days for those who qualify. Please contact Pat Poljanic at patpoljanic@rencharter.org with any questions.

BUSING (Yellow buses)

Busing information is still being finalized. Pat Poljanic will reach out to you as required.

SUPPLY LISTS AND SUMMER ASSIGNMENTS

These are posted on our [website](#) on the [Supply Lists](#) page, located under the [Parents](#) tab.

HEALTH AND SAFETY INFORMATION

IMMUNIZATION REQUIREMENTS

Vaccines are the best way to prevent your student from getting many illnesses and spreading them to others. Many vaccines are required to attend school. Staying up-to-date with [vaccinations](#) is **required** to avoid **exclusion** from school, as per the Department of Health.

- ❖ **Additional vaccines**, such as those for COVID-19 and HPV, are highly recommended to protect children and others.
- ❖ **Note:** one dose of the influenza vaccine is **required** for Pre-Kindergarten. This dose must be administered between July 1 and December 31 to avoid **exclusion** from school, as per the Department of Health.
- ❖ Please talk to your child's health care provider if you have questions about vaccinations.

WELLNESS POLICIES

Stay home when sick! Anyone with a fever should stay home until 24 hours after being fever-free without the use of medication, or until their doctor says it is okay to go back to school. **Please send a copy of any doctor's notes** to the attention of Michelle Cardona, michellecardona@rencharter.org.

After your student returns to school—**or at any time**—please be aware that if they are referred to the nurse's office, the school nurse may determine, based on their symptoms and her professional judgment, that your child needs to be sent home. In such cases, a parent or guardian will be required to pick up the student. **Under no circumstances** will a student be permitted to leave the school building on their own before the official dismissal time.

Glasses, hearing aids, and any other assistive device that your child needs **must** be brought **and** worn at school daily to avoid detrimental effects on their learning. Please contact our school nurse, Lorraine Huang, directly to discuss any health issues or health-based accommodations or medicine at lorrainehuang@rencharter.org.

SOCIAL-EMOTIONAL WELLNESS

- ❖ Our team of mental health care providers is always prepared to provide socio-emotional support for our students and staff.
- ❖ Our school has a robust morning meeting program for students in PreK through 5th grade that incorporates mindfulness, social-emotional wellness, and empathetic awareness, in addition to academic counseling and stress-relieving tactics and exercises.
- ❖ All students in grades 6-11 have an advisory period to support community and relationship building, social-emotional skill-building, academic advising, study skill development, and community service.

These areas connect to our school's mission of humanistic global citizenship and leadership.

STUDENT BEHAVIOR EXPECTATIONS

Under any circumstances, our students need support, understanding, caring, and trust to move forward academically, emotionally, and socially. We believe that all people want to succeed and that if they can do it, they will do it. Our strategy has always been to support positive classroom cultures and strong expectations for how students conduct themselves and treat others. This year is no different; we will continue to support our students' growth and success through preventative and educational efforts. As always, **we need your help to make this work.**

BULLYING PREVENTION POLICY

The Renaissance Charter School's commitment to creating humanistic leaders of its students means that bullying is not tolerated within our walls, online in the digital classroom, or on social media. **We define bullying as the repeated exposure, over time, to intentional, negative**

actions on the part of one or more other persons, in which the subject of the treatment has difficulty defending themselves.

Our community's rules about bullying are:

- (1) We will not bully others;
- (2) We will try to help others who are being bullied;
- (3) We will include others who are being left out; and
- (4) We will tell an adult at school and at home if we witness bullying.

We take bullying seriously. If you have any concerns relating to bullying, please contact our AP for Student Support and Safety, Vincent Garelick, at vincentgarelick@rencharter.org.

IMPORTANT FAMILY INFORMATION:

- ❖ The following information is available on our website:
<https://rencharters.org/trcs-jackson-heights/parent-information/>
 - Annual School Report Card, School Attendance Policy, Parents Bill of Rights, Discipline and other Policies and Procedures manuals; Charter School Annual Report and other documents of accountability.
- ❖ All families have access to copies of the [Code of Conduct and Discipline Policy](#), the [Dignity for All Students Policy](#), and the [Child Internet Protection Act policy](#) on our Parent Resources page.
- ❖ In addition, you can find our [Family Handbook](#) and the [High School Handbook](#). The Policy for Filing Complaints and Grievances can be found on our website and in the Family Handbook.
- ❖ **McKinney-Vento Act** This act ensures that children and youth experiencing homelessness have equal access to a free, appropriate public education. The goal is to remove educational barriers and ensure that all students have the opportunity to succeed academically, regardless of their housing situation. Although our Admissions Team carefully checks to make sure those families in need receive the support allowed under this Act, if you believe your student is facing housing instability, please reach out to Michelle Cardona at MichelleCardona@rencharter.org. **Note:** More information about the McKinney-Vento Homeless Assistance Act, Subtitle VII-B, can be found [here](#).

LIFE AT RENAISSANCE!

PART 1: *The School Day*

First Full Day of Classes for ALL students - Monday, September 8 - all students are expected to be ready to learn by 8:18 a.m.

As a reminder, our updated academic day schedule will be as follows, organized by grade level:

Grades PreK - 6th

Monday to Friday
 Start time: 8:18 a.m.
 End time: 2:40 p.m.*

Grades 7th - 12th

Monday-Friday **except** as noted in red below.
 Start time: 8:18 a.m.
 End time: 2:40 p.m.*

Advisory Program

As part of our advisory program, students in grades 7 to 9 will be dismissed at 3:20 pm on a designated day each week. See below for details.

7th grade**Wednesday**

Start time: 8:18 a.m.
 End time: **3:28 p.m.**

8th grade**Thursday***

Start time: 8:18 a.m.
 End time: **3:28 p.m.**

9th grade**Friday***

Start time: 8:18 a.m.
 End time: **3:28 p.m.**

****Tutoring Program:** Please be aware that students participating in before or after school tutoring **are required to attend**. Morning tutoring begins at **7:30 a.m.** For afternoon tutoring, your child may be dismissed between **3:20 to 4:00 p.m.**, depending on the day. You will be promptly informed of any changes. The latest student-specific schedules will be accessible in PowerSchool starting the first week of school in September.

****Grades 7-11** students in certain classes may have an **extended** school day depending on what courses they are enrolled in.

****Grade 12: Senior Meetings** - 12th graders will have the opportunity to plan and coordinate senior activities, including fundraisers, prom, trips, yearbook, and graduation. They will also be able to work on college and scholarship applications. The meeting schedule will be shared at a later date.

Arrival and Dismissal Times

Prek Arrival begins at 8:15 AM. Students will enter the building via our entrance on 82nd Street. Students must be escorted by one parent or guardian until the start of class. Families should line up outside the pre-k classroom in an orderly fashion. The start of class is 8:20 AM. Pre-K students will be dismissed daily at 2:40 PM.

Kindergarten through **12th grade** will follow staggered arrival and dismissal times beginning at 8:02 AM. A detailed schedule outlining specific times for each grade level is available online [here](#).

Arrival and Dismissal Safety Protocols

1. Your child is assigned a specific door to enter the building, according to grade level

- a. PreK parents may escort children to their classrooms - only 1 adult per family may enter the building.
 - b. All other grades will be escorted by school staff.
 - c. ***If your student is late for Arrival***, you will be required to wait until all students have entered the building. This is when we will have staff available to escort your child. All late arrivals are required to enter via the main entrance on 81st Street.
2. During Dismissal:
- a. **ONLY adults with Family Pickup Cards will be allowed into the building.**
 - b. Parents, you will be asked to come in and out of the building quickly. Please refrain from engaging teachers in conversations at arrival or dismissal. Please [email your teacher](#) to set up a time to meet if you have concerns that need to be addressed.
 - c. *If you arrive late to pick up your elementary school child*, please go directly to the 3rd-floor stage area on the elementary school side of our building. PreK parents may have to wait for their children to be escorted upstairs.
 - d. *If you arrive after 2:50 PM*, please go directly to the main office.

Note: You are expected to pick up your child **ON TIME** every day. Late pick-ups should be a rare event. Consistent late pick-ups are **NOT** acceptable.

After-school programs will be available starting at dismissal time. See below for more information on After-school programming.

ATTENDANCE AND LATENESS

Attendance will be taken first thing in the morning. In addition, all 5th-12th graders will have their attendance taken at each period class.

All absences must be documented by a parent phone call/email/note. Parents are also encouraged to contact the main office when their child will be absent. In many cases, Renaissance staff may call your home to verify your child's absence. Students who have excessive absences (attendance below 95%, or one day per month) are considered to be at-risk for attendance, which is one component of class grades and promotion.

It is extremely important for your child to arrive at school and each class period on time to prevent disruptions to student learning. If chronic lateness is identified, you will be contacted by a member of our student support team to discuss ways to address and resolve any chronic issues.

You will be contacted by email each time your child is marked late or absent. In the event your child is absent, it is your (and your child's) responsibility to obtain and complete make-up work. We encourage you to establish contact with other students and families in your child's class to help with this process.

If you anticipate a problem with your child's attendance, please contact Michelle Cardona at (718) 803-0060, ext. 1170, or via email at michellecardona@rencharter.org immediately so we can work with you and your child before this becomes a serious issue. We are here to help you!

FOOD SERVICE

1. All school meals are prepared and cooked on-site!
 - a. **Breakfast** will be provided in the classroom for grades PreK to 5th and as a grab-and-go meal to students in grades 6-12.
 - b. **Lunch** will be served in the classrooms for PreK and K; the cafeteria will be used for students in Grades 1-12 to provide a greater choice of wholesome meals. Please see below for more information about our outdoor lunch program for students in Grades 7-12.
 - c. **Supper** will be provided as a to-go meal to any student who wants one.
 - d. **Water Bottles** are not provided as part of meals. Please provide a water bottle for your child if desired.
2. We are pleased to inform you that Renaissance has been approved to implement a Community Eligibility Meal Program for the current school year, which means that **ALL** enrolled students are eligible to receive a healthy breakfast, lunch, and supper at **no charge** to your household. To sustain the program, each family must submit a completed [CEP form](#) at the beginning of each school year. You can find more information on our website, available in English and Spanish, on the [Food Service](#) page.
3. Students are welcome to bring lunch to school. Please follow the guidelines below:
 - a. All lunches must be brought by the student *upon arrival* at school.
 - b. **No food delivered or lunch drop-offs** will be accepted during the school day.
 - c. **Outside restaurant food (e.g. McDonald's, etc.) is not permitted** inside the building.
 - d. We are unable to heat or refrigerate food brought from home.
 - e. **Glass containers are not allowed.**
4. **Outdoor Lunch Program (Grades 7-12th):** Outdoor lunch privileges are for students in grades 7-12 and require parental consent and good citizenship in regards to behavior, academic standing, good attendance, and little to no tardiness to school.

PART 2: After School

PK-4 AFTER SCHOOL: [82nd Street Academics](#) will run early childhood and lower elementary after-school programs off-site at their location. These programs will begin at the start of the school year and require pre-registration. The program operates on Monday-Friday from 2:40 PM until 6:00 PM. Please visit [82nd Street Academics](#), email Samantha Perman, samantha.perman@82ndst.com, or call 718-457-0429 ext. 0 with questions or to register. **These programs are fee-based through 82nd Street Academics; details may be found by contacting the program directly.**

5TH THROUGH 10TH GRADE: Students in grades 5-10 are eligible for **free onsite** after-school programming provided by 82nd Street Academics and supported by The After School Corporation (TASC), The Renaissance Charter School, NYC DYCD, and NYC SONYC. The program features homework help and enrichment activities taught by 82SA staffers. This program begins on **Monday, September 15th**. Please note that there are separate forms for Grades 5, 9, and 10

and [Grades 6-8](#). Please refer to our [website](#) for more information and contact Samantha Perman at Samantha.Perman@82ndst.com.

Note: seats are limited and offered on a first-come, first-served basis.

REMOTE LEARNING EXPECTATIONS

~Only if our school is unavailable for in-person instruction~

The school will only implement remote instruction due to reasons that require our building to be inaccessible. Snow days may continue to be remote learning days as they were last year.

Should remote learning become necessary, we will ask you to go over the [student remote-learning expectations document](#) with your child. While we do not expect extended periods of remote learning, we are fully equipped to implement the most effective strategies developed to best accommodate all learners. Your child will receive a schedule that will mimic the school day as it would happen inside the building.

PART 3: *Living Our Mission*

“Developing Leaders for the Renaissance of New York”

“The Renaissance Charter School is based on the conviction that a change in the destiny of a single individual can lead to a change in the destiny of a community, nation, and ultimately humankind. Its mission as a PreK-12 school is to foster educated, responsible, humanistic young leaders who will through their own personal growth spark a renaissance in New York. Its graduates will be global citizens with an abiding respect for peace, human rights, the environment, and sustainable development.”

Towards accomplishing this goal, The Renaissance Charter School, also referred to as ‘TRCS’, has built a culture of community, cooperation, and collaboration. Its core belief is that a dynamic learning environment that prizes friendship and deep respect will open both hearts and minds of students. In this type of environment, students will meet all standards as a matter of course.

In a small, village-like atmosphere, teachers team-teach, classes are arranged in clusters, and parents play a central role. The school operates under a collaborative governance model in which all constituencies have a voice. TRCS reflects the spectrum of the different ethnic backgrounds, talents, and abilities that exist in New York City.

The study of New York is the central curricular theme of TRCS. Traditional subjects such as math, science, language arts, and social studies are related to the study of geography, history, economics, culture, and the people of New York. Rooted in their community, as they advance, students engage in community involvement activities and work on individual and small group projects to prepare them for the work of the 21st century. Since the arts are so central to New York, students take classes in various arts classes as well as work with outside arts partnerships.

The spirit of leadership can best be transmitted through example. TRCS staff members model collaborative leadership, which is characterized by compassion and responsible dialogue. Through this process, wise decision-making emerges. TRCS is committed to graduating competent individuals, powerful thinkers, engaged citizens, and life-long learners who will create the renaissance of New York.

HOW TO SUPPORT YOUR CHILD

Speak with your child to ensure they understand that we are here to help and support them in their learning and their mental, emotional, and social health. If your child is struggling with any aspect of her or his school experience, please make sure he or she lets us know. If he or she is hesitant to let us know, please reach out to us yourselves. We achieve the greatest results when we support one another through collaboration.

We believe that empathy is at the heart of a strong and supportive learning environment. Children are encouraged to recognize that each of their classmates may be facing personal challenges, even if those struggles are not always visible. Teasing, excluding, name-calling, or any other mistreatment is not acceptable and will result in mandatory collaboration efforts between school personnel and parents and/or guardians. Our community stands up for each other, shows we care about one another, works through our differences, and problem-solves together. Let's support our students' resilience with encouragement and strength.

Please help your child be prepared to engage in meaningful participation, equipped with assignments, supplies, knowledge, and open minds. Help them understand and abide by community standards, recognizing that rules help communities function for the benefit of all. Make sure they know you expect them to take responsibility for missteps and be prepared to learn from their mistakes. Let's strive to recognize the efforts of our young people with compassion and empathy, encourage their growth, and support them in working through the sometimes difficult process of growing up. Please, have a look at our detailed expectations in our [Student Code of Conduct](#).

PARENT SUPPORT

Renaissance believes that parents are full partners in the education of their children, and as such, we welcome parent input and collaboration in their child's academic success and in living the mission and vision of our school. Parents are encouraged to become active members in the school Parent Association (PA) and are encouraged to serve on the Collaborative School Governance Committee (CSG) or as the parent-representative on the school's governing Board of Trustees (BOT). We rely on parents to bring their talents and expertise to support our school.

In return, we provide parent workshops on a variety of subjects, in partnership with the P.A. and other organizations. For example, we have held a series of workshops such as fire safety, bullying prevention, active parenting, fixing kid-friendly, nutritious meals and snacks, and others.

We believe we are more than just a school. It is our mission to support each other and lift each other up. Please reach out to our Parent Coordinator, Carolina Caicedo, carolinacaicedo@rencharter.org, if you are in need of resources and guidance.

PART 4: Student, Parent, Teacher, Staff Collaboration: How We Communicate

Renaissance prides itself on an active and involved parent body. There are opportunities to make real contributions to the community through involvement in the PA, attending Parent-Teacher Conferences, participating in the CSG, attending public Board of Trustees meetings, or just getting involved in one of the many volunteer opportunities. There are many ways to stay connected and involved in your child's education.

As a general practice, email is the preferred method of communication for contacting the school. While we understand that situations may arise that require a time-sensitive response, you **must make an appointment with the appropriate staff member by email** so that we can address your concern with care. For that reason, we cannot guarantee we will be able to provide immediate support for walk-ins or phone calls.

IMMEDIATE CONCERNS

In the event of an immediate concern, our carefully developed communication protocol ensures that you are getting the most timely and accurate information. If you have a time-sensitive issue that needs to be addressed, it is imperative to follow the steps listed below to ensure a prompt response. Neglecting to do so may result in a delay.

1. Talk or email with your child's teacher;
2. if the issue is not resolved, email the cluster Teaching & Learning Coordinators:
 - a. Cluster one:
 - i. Bridget Curran, bridgetcurran@rencharter.org
 - ii. Daniela LaBella, danielalabella@rencharter.org
 - b. Cluster two:
 - i. Ariel Sacks, arielsacks@rencharter.org
 - ii. James Drumgoole, jamesdrumgoole@rencharter.org
 - c. Cluster three:
 - i. Nicole Jollon, nicolejollon@rencharter.org
 - ii. Shahreen Islam, shahreenislam@rencharter.org
3. If the issue is not resolved, email any member of the School Management Team. Their contact information may be found in our [Staff Directory](#).
4. If the issue is not resolved, contact the Principal, Daniel Fanelli, danielfanelli@rencharter.org.
5. If the issue is not resolved, contact the Supervising Principal, Stacey Gauthier.
6. Finally, an issue can be brought before our Board of Trustees. Please see our website for details on [how to bring an issue before the Board](#).

Disciplinary and school safety issues should be directed to our AP for Student Support and Safety, Vincent Garelick, at vincentgarelick@rencharter.org.

Questions about HS student credit status and graduation eligibility should be directed to our AP of High School, Victor Motta, at victormotta@rencharter.org.

Questions about students' IEPs and special accommodations should be directed to our AP for Special Populations, Liz Perez, at lizperez@rencharter.org.

Questions about the referral process for mental health counseling should be directed to our AP of Special Populations, Liz Perez, at lizperez@rencharter.org.

Questions about school operations and our food service program should be directed to our AP of Operations, Omar Rafael, at omarrafael@rencharter.org.

As a reminder, additional contact information and titles can be found on our website at <https://rencharters.org/trcs-jackson-heights/staff-directory/>.

If you are unsure who to contact, email our Parent Coordinator, Carolina Caicedo, at carolinacaicedo@rencharter.org.

ADDITIONAL PARENT INFORMATION RESOURCES AND NOTIFICATIONS

According to state and federal law, TRCS is required to annually notify parents and guardians as to their rights of access to their child's educational records. To read The Family Educational Rights and Privacy Act (FERPA) Policy please access our [Policies and Procedures Manual](#), p. 3, on our website. FERPA affords parents and students over 18 years of age certain rights regarding the student's education records. Please note that school staff can never divulge information about a student's record, including discipline records, to the family of another student. If you are a family experiencing housing instability, resources are available to you. Our school social workers are available to assist families in locating resources. In addition, financial assistance may be available to you. You must complete the McKinney Vento form to be considered for assistance.

The [Parents Bill of Rights](#) regarding data privacy and security for our students is on our Parents page.

TRCS participates with the US Department of Education and **National Student Clearinghouse**, which provides information on high school graduates' college performance for us to better understand how to tailor our program to prepare our students for college. If you are concerned about privacy, please see the [Clearinghouse's Privacy Commitment](#). For TRCS to collect data and information needed for the study, we will be sharing certain "directory information" which may include names, addresses, grade levels, and dates of birth of students, among other information. To see what constitutes "directory information" please refer to the FERPA policy in our Policies and Procedures Manual linked above. For TRCS to do this, federal law regarding student privacy requires us to provide you with notice and an opportunity for you to instruct

TRCS not to release this information. You may opt out of the program by completing the form on page 2 of your Student Emergency Contact form.

For those students with an **Individual Education Plan (IEP)**, you are also entitled to review this document and any supporting reports and documents. Upon **written request by email** to the attention of Michelle Cardoña, Student Records Coordinator (michellecardona@rencharter.org), you may obtain copies of your child's cumulative record. **Written requests by email** for special education records should be directed to Liz Perez, Assistant Principal of Special Populations, lizperez@rencharter.org.

Accordingly, TRCS maintains all of your child's educational records in a highly confidential manner in the main office. All instructional support evaluations, IEPs, and other records concerning the provision of special education services are secured in a separate, secure file housed in the Instructional Support office. Federal law requires that TRCS also annually notify you as to your right of access to information concerning the certification and qualification of your child's teacher(s) and paraprofessional(s).

-End of Document-