

STUDENT RECORDS

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, and authorized administrative directive and those records permitted by this Board. No liability shall be attached to any member, officer, or employee of this Board of Education for the furnishing of pupil records in accordance with law and rules.

It is no less the interest of society to protect the right of each of its members against an unwarranted invasion of privacy. Society's need to know, then, must be balanced by the individual's right to privacy and self-determination. The primary justification, therefore, of the pupil record-keeping shall be the educational welfare and advancement of the pupil.

Notification of Rights

Parents and adult pupils shall annually be notified in writing of their rights regarding pupil records, including the right to prohibit the release of directory information. Copies of applicable federal and state laws, Board policy, and administrative regulations governing pupil records will be made available to parents and adult pupils on request.

When the language of the parent or adult pupil is not English or the parent or adult pupil is deaf, the Superintendent shall, whenever possible, provide interpretation in the dominant language or assist in securing an interpreter.

Content of Records

Mandated records include the pupil's personal descriptive data, daily attendance records, progress reports and physical health records; records required for educationally handicapped pupils; and all other records required by the state Board of Education.

Permitted records include the following:

1. Observations and ratings by professional staff members acting within the scope of their professional duties.
2. Samples of pupil work.
3. Information obtained from professionally acceptable standard instruments of measurement.
4. Educationally relevant information provided by a parent or adult pupil concerning achievements and other school activities that the parent or pupil wishes to make part of the pupil's record.
5. Co-curricular activities and achievements.
6. Rank in class.
7. Academic honors earned.
8. Placement recommendations made by teachers at the appropriate grade level.
9. Copies of correspondence written to parents or legal guardians by an employee of the Sayreville Public Schools.
10. Information concerning the pupil's career and educational planning.
11. Completed "Parent Release" forms providing authorization for transcripts to be forwarded to educational institutions, social agencies or individuals.
12. Copies of letters of recommendation written on behalf of the pupil by an employee of the Sayreville Public Schools.

13. Family information, including:

- a. Parent(s) and/or guardian(s) occupation, employer, working address and telephone number.
- b. Parent(s) and/or guardian(s) level of completed education.
- c. Date of death of any deceased parent(s) and/or guardian(s).
- d. Names and dates of birth of any of the pupil's siblings an/or step-brothers and sisters.

14. Pupil's racial origin.

15. Studies or evaluations conducted by the Department of Special Services for non-classified pupils.

16. Written evidence of compliance with the requirements of this policy for notification and consent.

A confidential file shall be maintained listing the names of handicapped pupils on whose behalf the Board has taken public action. Motions concerning handicapped pupils made at public meetings shall be anonymous and refer to this confidential file. Access to this file shall be given to authorized school employees and officials of the State Department of Education. Any further access to this information will be governed by law.

In all cases, information in pupil records will be educationally relevant, objective and based on the first-hand observation or personal knowledge of the originator. No record may be made or kept of a pupil's religious or political affiliation or of any indication of a pupil's illegitimacy.

The Board will describe annually at a public meeting the pupil records that professional employees have been authorized to collect and maintain.

Collection and Maintenance of Records

A single, central file will be compiled for each pupil and will be maintained in the office of the school to which the pupil has been assigned or, in the case of pupils assigned to a school or program outside the district, in the office of the child study team. If any record regarding a pupil is required to be kept outside that file, a notation of its existence and location must be kept in the central file.

The Superintendent shall be responsible for the security of pupil records and shall designate appropriate custodians of the records.

The Superintendent shall request the school records of a transferred pupil within two weeks of the pupil's enrollment and shall obtain proper identification of new pupils.

Pupil records stored electronically in a computerized system must be protected by programmed security blocks and safeguards that insure both access to the full record by authorized persons and complete security against access by unauthorized persons. An updated hard copy of pupil records will also be maintained and will be subject to all the restraints of law and this policy.

Access to Records

Access to pupil records will be available only to the pupil's parent, the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education. Access by parents and adult pupils may be denied only when **the Board obtains a court order or receives evidence of a court order revoking the right of access. The Board shall notify the parent or adult pupil within five days of the date the order is obtained or evidence of the order is received that the request for access is denied. The parent or adult pupil may appeal the denial to the court that issued the order.**

The Board is permitted access to pupil records only through the Superintendent. Secretarial and clerical personnel are permitted access to pupil records only to the extent necessary in the performance of their responsibilities, under the direct supervision of teaching staff members.

Copies of pupil records may be made by those permitted access to them. Upon request of those permitted access, a record shall be reproduced, unless said record is copyrighted, and the viewer charged no more than the following fees based on the total number of pages or parts thereof to be purchased without regard to the number of records being copied:

First page to tenth page	\$0.50 per page
Tenth page to twentieth page	0.25 per page
All pages over twenty	0.10 per page

A request for access to the record or reproduction of any of its contents must be granted or denied within ten days but no later than any hearing or review to which the requested record is pertinent. No record shall be altered or destroyed between the time the written request is made and the record is reviewed.

Information in a pupil's record may be released by a teaching staff member to the pupil, minor or adult, and to other appropriate persons in an emergency and for the purpose of protecting the health and safety of the pupil or other persons.

A pupil's records will be sent to the New Jersey school district to which the pupil transfers within ten days of the new district's verification of the transfer; in accordance with State Board rules. The records of a pupil who transfers to a private school or to a school outside New Jersey will be sent to the new school only on the written permission of the parent or the adult pupil.

Directory Information

The Board designate as "directory information" a pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities and sports, awards received, previous school districts attended, the height and weight of members of the district athletic teams, dates of attendance and previous school districts attended.

Directory information may be released without specific permission, except when such release is prohibited by a parent or adult pupil.

Appeal of Record

A parent or adult pupil may challenge the pupil's record and may request the addition of material or comments or the deletion of material from the record. The parent or adult pupil may request a stay of disclosure pending final determination of any such challenge. An appeal must be made in writing to the Superintendent, who shall attempt to resolve the issue within ten days. The issue may be further appealed, within ten days of the Superintendent's determination, to the Commissioner of Education or the Board of Education. Any appeal made to the Board will be determined within twenty days and after opportunity has been offered for a hearing. A record of the appeal will be made part of the pupil's record.

A parent or adult pupil may place a statement in the record, which will be maintained with the contested portion of the record and will be disclosed whenever the consent portion is disclosed.

Review, Transfer, Preservation and Destruction

The records of currently enrolled pupils will be reviewed annually by appropriate teaching staff members, and permitted records that are detrimental or no longer educationally relevant must be deleted, except that no information shall be deleted from the record of a classified pupil without prior notice to the parent or adult pupil. No record shall be kept of any such deletion or the materials deleted. Mandated information no longer necessary for the provision of educational services may also be destroyed, provided the parent or adult pupil has given written consent to the destruction or reasonable efforts to notify the parent or pupil and secure consent have been unsuccessful.

When a pupil is no longer enrolled in this district, those records mandated by rules of the State Board of Education shall be preserved in perpetuity. All other records will be destroyed, except that the student profile form, with attachments, of a pupil evaluated by Special Review Assessment will be retained for one year after the pupil's class graduates. The parent or adult pupil will be notified in writing that a copy of the entire pupil record will be provided upon request. No additions will be made to the pupil's record without the written consent of the parent or adult pupil.

20 U.S.C.A. 1231g
34 C.F.R. Part 99
N.J.S.A. 18A:6-9; 18A:36-19; 18A:40-4, 40-19
N.J.S.A. 47:1A-1, 1A-2
N.J.S.C. 6:3-2.1 et seq.; 6:20-1.1; 6:27-1.10; 6:28-2.9; 6:29-4.2(a)11, 29-4.5, 29-6.4(c);
6:39-1.3(g)

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