

Retention and disposal of student records:

- As required by New Jersey Administrative Code 6A:32-7.8(e)
 - The New Jersey public school district of last enrollment, graduation or permanent departure of the student from the school district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, citizenship, address, telephone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

- Requesting student records:
 - Prior to age 18, a parent/guardian may request student records thru the School District's Director of Pupil Services. Once a student reaches the age of 18, the student must request their own records thru the School District's Director of Pupil Services.