

Regulation

PUPIL RECORDS FOR STUDENTS WITH EDUCATIONAL DISABILITIES

The districts Director of Special Education shall ensure that:

- A. Records of classified pupils with educational disabilities shall be stored and maintained separate from the records of the general school population. Copies of all or part of the pupil's child study team records will be filed in:
 1. Office of special services
 2. Confidential file in the building of attendance
 3. Teacher's confidential file
 4. Related service provider's confidential file
 5. Nurse's confidential file
- B. All records for each individual pupil shall be maintained together in the pupil's school of attendance. If parts of a pupil's file are maintained separately, in each and every one of the files there must be a prominent notice (sticker) of the existence and location of each and every other file. When copies of records are provided to a parent/guardian or pupil, a photocopy of the notice (sticker) will also be provided. When pupil records are computerized, a security block must be programmed and installed to guard against unlawful entry into the files.
- C. A "Request to View Pupil Records" sheet will be included in each pupil's file. When the file is reviewed by any authorized person, this form also stipulates if copies of the file were provided.

A copy of a "Release of Records" form will be included in the file when a parent/guardian gives signed consent for records to be released.
- D. The parents/guardians, adult pupil or their designated representative shall be permitted to inspect, review and appeal the contents of the pupil's records maintained by the district board of education. When requested, this inspection shall occur without unnecessary delay before any meeting regarding the individualized education program.
- E. Provisions for security of computer-stored records of pupils with educational disabilities shall be separate from those provided for the security of computerized pupil records in general.
- F. Clerical and secretarial tasks related to such records shall be performed by special education clerks or secretaries only, except when it is necessary to use the services of other confidential employees.
- G. Records of classified pupils moving within the State of New Jersey will be forwarded within two weeks of a request by the receiving district. Written parent/guardian consent is not required.
- H. Records of classified pupils moving out of the State of New Jersey will be forwarded within two weeks of a request by the receiving district. Written parent/guardian consent is required.
- I. Upon graduation or permanent departure of a pupil from the school system:
 1. The parent/guardian or adult pupil shall be notified in writing that a copy of the

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entire pupil record will be provided to them upon request.

2. Information in pupil records may be destroyed but only in accordance with the destruction of public records law, N.J.S.A. 47:3-15 m. Such destruction shall be accomplished only after written parent, guardian or adult pupil notification and written parent/guardian or adult pupil permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parent/guardian permission have been unsuccessful.
- J. For the district's general policy and regulations on pupil records, see General Pupil Records Policy 5125.