

March 2019

Dear Parents/Guardians:

I am writing to you at this time to notify you and/or your graduating senior (if he/she is over 18 years of age), that items in the student's folder that we are not required to keep according to New Jersey statute will be destroyed. Administrative Code dealing with retention and destruction of pupil records (6A: 32-7.8) can be found below:

(a) A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.

1. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

(b) Student records of currently enrolled students, other than that described in (e) below, may be disposed of after the information is no longer necessary to provide educational services to a student. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.

(c) Upon graduation or permanent departure of a student from the school district:

1. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.

2. Information in student records, other than that described in (e) below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.

(d) No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

(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.

Please assist us in complying with this law by either you, or your 18-year-old student, signing the attached form and returning it to the School Counseling office by **May 31, 2019**. The return of this form is a required part of your child's "senior checkout" and failure to meet the deadline may result in the withholding of his/her diploma. If you need a copy of your child's immunizations, please forward that request directly to Mrs. Jean Fay, School Nurse, no later than **May 31, 2019**. Thank you for your time and attention to this matter. If you have any questions please do not hesitate to call.

Thank you,

Laura Kaplan

Director of School Counseling

NOTE: If you have requested a copy of records, please call ahead so they can be prepared. Pickup is available between **July 8 and August 31, 2019**. There is a charge of \$3.00 cash due at time of pickup.