

### **PUPIL RECORDS**

It is the policy of the Holmdel Board of Education to compile, maintain and control access of pupil records according to N.J.A.C. 6:3-6.1 thru 6.8.

The Holmdel Board of Education shall conform in all respects to the requirements of state and federal law regarding compiling, maintaining, and controlling access to pupil records.

Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the originator of the record. The administration shall observe the following guidelines in collecting and maintaining pupil records:

- A. The pupil's interest must be protected and advanced. The pupil needs to be supplied with information to make judgments and decisions pertinent to his/her well-being and to help reach goals in life.
- B. The parents/guardians of the pupil need information about their child in order to make decisions which affect the education and life of the pupil.
- C. The state's public school system as an institution of society needs to have the data necessary to provide a thorough and efficient education for all pupils.
- D. CONSENT – A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

The Superintendent shall formulate administrative procedures to guarantee the safety and security of pupil records and to provide authorized persons and organizations access to these records at a convenient time and place within the limits stipulated by law. It shall be the responsibility of the Superintendent and the Board attorney to keep abreast of all changes in state and federal regulations and, from time to time, to submit procedures to the Board for approval.

**PUPIL RECORDS**

File Code: 5125

Source: Regular Board Meeting

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Legal References:	<u>N.J.S.A.</u>	18A:36-19	Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
	<u>N.J.S.A.</u>	18A:36-19a	Newly enrolled students; records and identification
	<u>N.J.S.A.</u>	18A:36-19.1	Military recruiters; access to schools and student information directories
	<u>N.J.S.A.</u>	18A:40-4	Examination for physical defects and screening of hearing of pupils; health records
	<u>N.J.S.A.</u>	18A:40-19	Records and reports of tuberculosis testing; disposition; inspection
	<u>N.J.S.A.</u>	47:1A	Examination and copies of public records (Right to Know Law)
	<u>N.J.S.A.</u>	47:3-15 <u>et seq.</u>	Destruction of Public Records Law
	<u>N.J.A.C.</u>	6:3-6	Pupil records
	<u>N.J.A.C.</u>	6:8-4.10	State and Federally mandated programs and services
	<u>N.J.A.C.</u>	6:20-1.1	School register
	<u>N.J.A.C.</u>	6:28	Special education
	<u>See particularly:</u>		
	<u>N.J.A.C.</u>	6:28-1.1(n)	
		-1.4(a)3,-2.9,	
		-6.2(j),-7.8,	
		-8.2	
	<u>N.J.A.C.</u>	6:29	Health, safety and physical education
	<u>See particularly:</u>		
	<u>N.J.A.C.</u>	6:29-1.2(b)1iv,	
		-1.4,2.4,-3.2(d)4,	
		-6.3(b)2,10.6(a)(b)	
	<u>N.J.A.C.</u>	6:29-10.6	Confidentiality of pupil or staff member involvement in intervention and treatment programs.
	<u>N.J.A.C.</u>	8:61-1.1	Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)
	<u>N.J.A.C.</u>	15:3-2	State records manual

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Attorney General's Executive Directive No. 1988-1

Family Educational and Privacy Rights Act, 20 U.S.C.A. 1232g

Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1980, 42 U.S.C.A. 4541 et seq.

42 CFR Part II

Plainfield Board of Education v. Cooperman 105 NJ 587 (1987)

Manual for the Evaluation of Local School Districts (June 1993)

**Possible**

**Cross References:**

*1110	Media
*1120	Board of education meetings
3543	Office services
*3570	District records and reports
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.3	Health examinations and immunizations
*5142	Pupil safety
*6145.1/6145.2	Intramural competition, interscholastic competition
*6147.1	Evaluation of individual student performance
*6164.2	Guidance services
*6171.4	Special education
*9322	Public and executive sessions

\*Indicates policy in included in the Critical Policy Reference Manual.

