

## 8330 STUDENT RECORDS (M)

[\[See POLICY ALERT Nos. 210, 222 and 229\]](#)

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The Board of Education believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student 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.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education. The Board of Education aligns with and fully supports the New Jersey Department of Education efforts to create an inclusive environment in which transgender and non-binary students feel safe and supported, and to ensure that each school provides equal educational opportunities for all students, in compliance with N.J.A.C. 6A:7-1.1 et seq. This commitment includes all applicable legal rights for current and former students regarding student records of any kind, including but not limited to names on report cards, transcripts, and rosters. See Policy 5756 - Transgender and Nonbinary Students.

### General Considerations

The Board shall compile and maintain student records and regulate access [in accordance with the Family Educational Rights and Privacy Act \(FERPA\), 20 U.S.C. §1232g, and 34 CFR Part 99](#), disclosure, or communication of information contained in ~~educational~~ student records in a manner that assures the security of ~~such~~ the records in accordance with the provisions of N.J.A.C. 6A:32-7.4 et seq. Student records shall contain only ~~such~~ information ~~as~~ that is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The ~~school~~ district shall provide annual, written notification to parents/[guardians](#), adult students, and emancipated minors of their rights in regard to student records and student participation in educational,

occupational, and military recruitment programs. Copies of the applicable State and Federal laws and ~~local~~Board policies shall be made available upon request. The ~~school~~ district shall make every effort to notify parents/guardians and adult students in their dominant language.

~~A non-adult student~~Nonadult students may assert rights of access only through their parent(s)/guardian(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to ~~non-adult~~nonadult students or to appropriate persons in connection with an emergency, if ~~such knowledge~~the information contained in the record is necessary to protect the health or safety of the student or other persons.

No liability shall be attached to any member, officer, or employee of the Board permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.4 et seq.

## ~~-~~ Student Information Directory

A student information directory is a publication of the Board that includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized ~~school~~-district personnel and for designated official use by judicial, law enforcement, and medical personnel and ~~is~~-not for general public consumption.-

In the event the ~~school~~ district publishes a student information directory, the Superintendent or designee will provide a parent/guardian or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the ~~school-district from including~~inclusion of any or all types of information about the student in any student information directory before allowing access to ~~such~~the directory and school facilities to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1, P.L. 114-95 §8528, and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary EducationEvery Student Succeeds Act (~~ESEA~~) of 19652015. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

## School Contact Directory for Official Use

A school contact directory for official use is a compilation by the ~~school~~ district that includes the following information for each student: name; address; telephone number; date of birth; and school enrollment. The district shall compile and maintain a school contact directory for official use in accordance with N.J.A.C. 6A:32-7.2, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent/guardian, adult student, or emancipated minor shall notify the Superintendent or designee in writing.

## Mandated and Permitted Student Records

Mandated student records are those records ~~school~~ districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting this Policy and Regulation 8330, which will list such permitted records.

## Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district in accordance with the provisions of N.J.A.C. 6A:32-7.4. This Policy and Regulation 8330 assure that access to ~~such student~~ records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained ~~separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record in accordance with N.J.A.C. 6A:32-7.1(l)~~. Records shall be accessible during the hours in which the school program is in operation.

Any district ~~internet~~ website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent/guardian or adult student, as applicable,~~ in accordance with the ~~provisions of~~ N.J.S.A. 18A:36-35. ~~Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips. N.J.A.C. 6A:32-2.1.~~

## Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

~~The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.~~

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth ~~in~~ N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent ~~the~~ parents/guardians or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

~~The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).~~

Access to and disclosure of a student's health record shall meet the requirements of ~~the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).~~

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.4 et seq. or in this Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student

Operations

Student Records -M

8330/Page 5 of 7

health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, ~~individual~~the district shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and ~~34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).~~

## Conditions for Access to Student Records

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.4 et seq. shall have access to ~~the records of~~ a student record, subject to conditions outlined in N.J.A.C. 6A:32-7.6~~(a).~~

## Rights of Appeal for Parents/Guardians and Adult Students

Student records are subject to challenge by parents/guardians and adult students on the grounds of inaccuracy, irrelevancy, ~~impermissive~~impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, the parent/guardian or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7~~(b)~~(c).

Regardless of the outcome of any appeal, a parent/guardian or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for ~~disagreement with~~contesting a portion of the student record, including the decision made in the appeal. ~~Such statements~~The parent's/guardian's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

## Retention and Disposal of Student Records

Operations

Student Records -M

8330/Page 6 of 7

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. The ~~school-district~~Board 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.

Student records of currently enrolled students, other than ~~that~~the records described in N.J.A.C. 6A:32-7.8(~~ef~~), may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(~~bc~~).

Upon graduation or permanent departure of a student from the ~~school~~-district, the parent/guardian ~~or~~ adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(~~ef~~), 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 in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent/~~guardian~~ or adult student.

In accordance with N.J.A.C. 6A:32-7.8(~~ef~~), 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/guardians, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

~~The District will develop and implement a protocol for the storage and retrieval of student records.~~

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N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4;  
18A:40-19

N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3;  
6A:32-7.4; 6A:32-7.5;

6A:32-7.6; 6A:32-7.7; 6A:32-7.8

20 U.S.C. §8528

# POLICY

Operations

Student Records -M

8330/Page 7 of 7

~~[Cross-References: 5756](#)~~

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