

## **GENERAL INFORMATION ABOUT ACCESS TO PUPIL RECORDS**

It has always been the policy of the River Edge Public Schools to encourage parents to examine and discuss the school records of their children with members of the staff. Now, both the federal and state government have passed laws which guarantee this access to school records. The state law is quite specific on many points, one of which is that parents must be told about their rights. That is the purpose of this notice, it will tell you something about the kinds of records kept in the River Edge Public Schools system. How you can go about seeing the records and what to do if you have questions about the materials contained in the records.

**Kinds of Records** – The records maintained in the River Edge Public Schools are either “mandated” or “permitted.”

1. Mandated records are those complied by direction of New Jersey statute or by agencies of government legally authorized to issue such directives. These records include personal data such as name, address, date of birth, grades, grade level, program assignments, health history and current health status.
2. Permitted records are those authorized for collection by the local Board of Education, such as samples of student work, reports on parent conferences, data obtained by standardized tests, participation in student activities and authenticated information about the students’ skills, talents and achievements which the parent wished to include in the record.

**Procedures for Getting Access to Records** – The records of a pupil may be reviewed by his/her parents.

Pupil records will not be released to any organization, agency or person without notification or approval of the parent of a pupil, except upon judicial order, and to other schools in which a student seeks or intends to enroll following a request from those schools. Under no conditions may any records be inspected unless an authorized professional staff member accompanies the inquirer.

**Rights of Appeal on Record Content** – Parents who question the accuracy, authenticity or inclusion of any recorded data shall have an opportunity to challenge the contents to ensure that the records are not inaccurate, misleading or considered to be a violation of privacy. Requests to expunge information, insert information or in any way change records, shall be reviewed and approved or disapproved by the principal of the building. Such requests must be made in writing. If the parent is not satisfied with the principal’s decision, they may appeal to the Superintendent and local Board of Education or the Commissioner of Education within ten (10) days of the meeting with the Superintendent and Board of Education.

**Costs of Copies of Student Records** – Parents may secure copies of school records upon payment of the following fees: Seventy five cents (\$.75) first to tenth page; fifty cents (\$.50) page 11 to 20; pages 21 and over twenty five cents (\$.25).

**Questions** – If you have any questions about access to pupil records, please call the principal of the school your child attends.