

# REGULATION GUIDE

OPERATIONS  
R 8330/page 1 of 17  
Student Records  
Dec 16  
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[See POLICY ALERT Nos. 83, 95, 110, 121, 138, 139, 144,  
147, 163, 171, 175 and 210]

## R 8330 STUDENT RECORDS

### A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce **a** **the** student record.
2. “Adult student” means a **person** **student** who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
3. “Mandated student records” means **those** student records that school districts **have been directed to** compile **pursuant to** **by** State statute, regulation, or authorized administrative directive.
4. “Parent” means the natural or adoptive parent, **the** legal guardian, surrogate **appointed according to N.J.A.C. 6A:14-2.2** **parent**, or a person acting in place of a parent **(such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare)** **in accordance with N.J.A.C. 6A:32-2.1**. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. **“Parent” shall also include, for the purposes of N.J.A.C. 6A:32, the adult student.** **In addition, a** **A** foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
5. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected **in order** to promote the educational welfare of **the** students.



# REGULATION GUIDE

OPERATIONS  
R 8330/page 2 of 17  
Student Records

6. “Student record” means information related to an individual student gathered within or outside the school **district system** and maintained within the school **district system** regardless of the physical form in which it is maintained. **Essential in this definition is the idea that a**Any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid, **and** not for the use of a second party, is excluded from this definition.

7. “Parent surrogate(s)” means an individual or individuals approved by the Board in accordance with N.J.A.C. 6A:14-2.2 to act on behalf of a student whose parent(s) is not available to assure the student’s educational rights.

78. “Student information directory” means a publication of the **district Board of Education that** which includes the following information relating to a student. **It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be** the student’s: name; grade level; date and place of birth; dates of 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.

## B. General Considerations (N.J.A.C. 6A:32-7.1)

1. **The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1. et seq.**

21. Student records shall contain only such information as 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.



# REGULATION GUIDE

OPERATIONS  
R 8330/page 3 of 17  
Student Records

32. The school district shall provide annual, written notification to notify parents, and adult students, and emancipated minors annually in writing 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 policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.
43. A non-adult student may assert rights of access only through his or her parents. However, nothing in N.J.A.C. 6A:32-7 et seq. or in Policy or Regulation 8330 shall be construed to prohibit certified school personnel from disclosing at in their discretion, from disclosing student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.
54. The parent or adult student, including an emancipated minor, shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or himself or herself.
65. The Superintendent or designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
76. No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq. Department of Education rules.



# REGULATION GUIDE

OPERATIONS  
R 8330/page 4 of 17  
Student Records

- 87.** When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the **school** district shall provide interpretation of the student's records in the dominant language of the parents or adult student.
- 98.** Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C. 6A:32-7.1 **et seq.**, 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.

## C. School Contact Directory **for Official Use (N.J.A.C. 6A:32-7.2)**

1. The **Board of Education** district shall compile and maintain, but **need not publish**, a school contact directory for official use, **which that** is separate and distinct from the student information directory.
  - a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel **who are** currently providing services to the student in question.
  - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider **who is** currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all **the** information about that student that is contained in the school contact directory for official use.
2. **To** In order for a parent or adult student to exclude any information from the school contact directory for official use, the parent, **or** adult student, **or emancipated minor** shall notify the Superintendent or designee in writing **on a form prescribed by the Commissioner of Education.**



# REGULATION GUIDE

OPERATIONS  
R 8330/page 5 of 17  
Student Records

a. The form shall explain the purpose of the school contact directory for official use is to allow judicial, law enforcement, and medical personnel to contact the parent when necessary, and that the school contact directory for official use is only accessible by school, judicial, law enforcement, and medical personnel who are currently providing services to the student in question.

## D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

### 1. Mandated student records shall include the following:

- a. The student's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment results and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed, and years of attendance;
- b. Record of daily attendance;
- c. Descriptions of student progress according to the system of student evaluation used in the school district;
- d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees and immunizations;
- e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
- f. All other records required by N.J.A.C. 6A the State Board of Education.

### 2. 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 and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records may include, but are may not be limited to:



# REGULATION GUIDE

OPERATIONS  
R 8330/page 6 of 17  
Student Records

- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
- b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
- c. Educationally relevant information provided by the parent, **or** adult student, **or emancipated minor** regarding the student's achievements or school activities;
- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- j. Records of disciplinary infractions, penalties, and disciplinary hearings;
- k. Records of the student's co-curricular and athletic activities and achievements;
- l. Class rank;
- m. Awards and honors;
- n. Notations of additional records maintained in a separate file;



# REGULATION GUIDE

OPERATIONS  
R 8330/page 7 of 17  
Student Records

- o. The statement from a student's parent, **or** adult student, **or emancipated minor** regarding a contested portion of the record;
  - p. Entries indicating review of the file by an authorized person;
- E. Maintenance and Security of Student Records **(N.J.A.C. 6A:32-7.4)**
- 1. The Superintendent or designee shall be responsible for the security of student records maintained in the school district **and shall devise procedures/regulations for assuring that access to such records is limited to authorized persons.** Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
  - 2. Records for each individual student **may shall** be **stored either electronically or in paper format.** **When student records are stored electronically, proper security and backup procedures shall be administered** maintained in a central file at the school attended by the student. **When records are maintained in different locations, a notation in the central file as to where other such records may be found is required.**
  - 3. Student health records, **whether stored on paper or electronically,** shall be maintained **and located in a locked cabinet or room in the school building or complex which the student is assigned.** **Records kept in electronic form shall be both accessible and secure.** **Student health records 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.
  - 4. **Records shall be accessible during the hours in which the school program is in operation.**



# REGULATION GUIDE

OPERATIONS  
R 8330/page 8 of 17  
Student Records

4. Security blocks will be installed for records stored in computerized systems to protect against security violations of the records stored therein. To guard against the loss of student records, the district shall maintain an updated hard copy and backup versions of student records.
  5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school district, or age **twenty-three 23**, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
  6. Any district **internet** website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.
- F. Access to Student Records **(N.J.A.C. 6A:32-7.5)**
1. **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.**
  21. The **school** district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to **people those persons under the conditions** permitted by Federal and State statute and regulations **or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.**
  32. The **school** district ~~[ \_\_\_ will or \_\_\_ may ]~~ **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-52, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or **other Federal and State under** rules and regulations regarding students with disabilities, **including N.J.A.C. 6A:14.**





# REGULATION GUIDE

OPERATIONS  
R 8330/page 9 of 17  
Student Records

**43.** 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).

G. Authorized Organizations, Agencies, and Persons with Access to Student Records **(N.J.A.C. 6A:7.5(e))**

Access shall include only the following:

1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether **or not** the child resides with **the that** parent except per N.J.S.A. 9:2-4.1;
  - a. The place of residence shall not be disclosed; and
  - b. Access shall not be provided if denied by a court.
2. Students at least sixteen years of age who are terminating their education in the **school** district because they will graduate secondary school at the end of the term or no longer plan to continue their education.1;
3. **An The** adult student and **the student's** parent who has the written permission of **an adult such** student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student.1;
4. Certified school district personnel who **are have** assigned educational responsibility for the student shall have access to the general student record1 but not to the student health record1 except under conditions permitted in N.J.A.C. 6A:16-2.41.5.1;



# REGULATION GUIDE

OPERATIONS  
R 8330/page 10 of 17  
Student Records

5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-**1.52.4**:
  - a. An approved private school for the disabled;
  - b. A State facility;
  - c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
  - d. Clinics and agencies approved by the Department of Education.
6. **To fulfill** **in order to fulfill** its legal responsibility **as a Board**, the Board **of Education shall have** **has** access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student**;**
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to **those** portions of the record to the extent **that is** necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to **those** student files **in** which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed**;**
8. Accrediting organizations in order to carry out their accrediting functions**;**
9. The Commissioner of Education and **members of the** New Jersey Department of Education staff **members** who **are** **have** assigned responsibility **that** **which** necessitates the review of such records**;**



# REGULATION GUIDE

OPERATIONS  
R 8330/page 11 of 17  
Student Records

10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
  - a. Original mandated student records **that** schools **districts** have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;
  - b. Original **mandated permitted** student records **that** **which** **the a** Board **of Education** has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the school districts;
  - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;
  - d. The Superintendent or designee shall request **all student records** in writing **all student records** from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;
  - e. **Upon request, t**The Superintendent or designee of the school district of last attendance shall **upon request** provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
  - f. Proper identification, such as a certified copy of the student's birth certificate **or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1**, shall be requested at the time of enrollment in a new school district.



# REGULATION GUIDE

OPERATIONS  
R 8330/page 12 of 17  
Student Records

11. Officials of the United States Department of Education **who have** assigned responsibilities **that which** necessitate review of such records**;**
12. Officers and employees of a State agency **who are** responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the **Board of Education district** shall ask **the such** State agency for its cooperation in sharing the findings of **an the** investigation**;**
- 13. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);**
- 1413.** Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student **except that these.** **O**rganizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student**;**
- 1514.** Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5**(e)**, upon the presentation of a court order**;**
- 1615.** Bona fide researchers who explain **in writing, in advance** to the Superintendent, the nature of the research project and the relevance of the records sought. **Researchers shall also and who** satisfy the Superintendent or designee that the records **will are to** be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher**;**
- 17. Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student 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; and**



# REGULATION GUIDE

OPERATIONS  
R 8330/page 13 of 17  
Student Records

**18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. - the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 - the Family Educational Rights and Privacy Act (FERPA).**

## H. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

All authorized organizations, agencies, and persons **defined in N.J.A.C. 6A:32-7.1 et seq. as listed below** with access to student records shall have access to the records of a student, subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit **to the Superintendent or designee the** their request in writing together with any required authorization, **to the Superintendent or designee.**
3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time, and circumstances of inspection, the records studied, and the purposes for which the data will be used.
4. **Unless otherwise judicially instructed, the district shall,** Prior to the disclosure of any student records to organizations, agencies, or persons outside the school district pursuant to a court order, **the Superintendent or designee shall** give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested **unless otherwise judicially instructed.** Such notification shall be provided in writing, if practicable. Only **those** records related to the specific purpose of the court order shall be disclosed.



# REGULATION GUIDE

OPERATIONS  
R 8330/page 14 of 17  
Student Records

a. Notice to the parent shall not be required when he or she is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).

5. A record may be withheld from a parent of a student under eighteen or from an adult student only when the school district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall may be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied, and that the person has the right to appeal this decision to the court issuing the order.

## I. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)

1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student's record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.7.

2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:

a. A parent or adult student shall notify in writing the Superintendent in writing of the specific issues relating to the student's record.

b. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.



# REGULATION GUIDE

OPERATIONS  
R 8330/page 15 of 17  
Student Records

- c. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to **resolve** revise the issues set forth in the appeal.
- d. If the matter is not satisfactorily resolved, the parent or adult student **has ten school days to** **may** appeal this decision **either** to the Board of Education **or the Commissioner of Education within ten days.**
- e. If **an** appeal is made to the Board of Education, a decision shall be rendered within **twenty 20 school** days. The decision of the Board **of Education** may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:**43, Controversies and Disputes Appeals.**
- f. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.

3. Appeals relating to **the student** records of students with disabilities shall be processed in accordance with the requirements **of I.2.** above.

4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place **in the student record** a statement **in the student's record** commenting upon the information in the student's record or setting forth any reasons for disagreement with the decision **made in the appeal** **of the agency.**

- a. Such statements shall be maintained as part of the student's record as long as the contested portion of the 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.

J. Retention and Disposal of Student Records **(N.J.A.C. 6A:32-7.8)**



# REGULATION GUIDE

OPERATIONS  
R 8330/page 16 of 17  
Student Records

1. A student's 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.
  - a. The school district shall retain the student's 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.
2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described in **N.J.A.C. 6A:32-7.8(e) and 56**, below, may be disposed of after the information is no longer necessary to provide educational services to a student.
  - a. 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.
3. Upon graduation or permanent departure of a student from the school district:
  - a. The parent or adult student shall be notified in writing that a copy of the entire student's record will be provided to them upon request.
4. **b.** Information in student records, other than **that the records that must be maintained for one hundred years as** described in **N.J.A.C. 6A:32-7.8(e) and 56**, 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.
  - ca.** 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





# REGULATION GUIDE

OPERATIONS  
R 8330/page 17 of 17  
Student Records

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.

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

**56.** The New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for one hundred 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 results and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

**1<sup>st</sup> Reading 19 January 2017**

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