



# EGG HARBOR TOWNSHIP HIGH SCHOOL OFFICE OF GUIDANCE SERVICES

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## 6:3-2:8 Retention and Disposal of Pupil Records

(a) A pupil'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 pupil is enrolled in the school district.

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

(c) Upon graduation or permanent departure of a pupil from the school district, the parent or adult pupil shall be notified in writing that a copy of the pupil's entire record will be provided to them upon request. Information in pupil records, other than that described in (e) below, may be destroyed, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such destruction shall be accomplished only after written parental or adult pupil notification and written parental or pupil permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful.

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

(e) In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the pupil from the school district shall keep for 100 years a mandated record of a pupil's name, date of birth, name of parents, gender, citizenship, address, telephone number, health history and immunization, standardized assessment, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

**I have read and understand the permanent records guidelines above. Upon graduation this spring, only those records required to be kept as part of my permanent records shall remain in the file. Please return to the Guidance Office.**

Student Name	Student Signature (if 18 yrs. Old)
Parent / Guardian printed name and signature	Date

Please check the following:

\_\_\_\_\_ Yes, I do want my records      \_\_\_\_\_ Date Rec'd      \_\_\_\_\_ No, I do not want my records

Formerly 6:3-2:8. History: amended by R.1990 d.380, see 22 N.J.R. 1302(a), 22 N.J.R. 2344 (a).

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