

# Sayreville Public Schools

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Dear Parents/Guardians:

The New Jersey Administrative Code (6:32) and Federal Law (20USC§1232g) require local school districts to notify parents annually of their rights in regard to pupil records. "Pupils record" means information related to an individual pupil gathered within or outside the school system and maintained within the school system.

Each local school district has a responsibility to compile and maintain pupil records and to regulate access to and security of such records. The Board of Education had adopted Policy No. 516 establishing written procedures for pupil records which:

1. guarantee access to parent(s), legal guardian(s), adult pupils, and other persons authorized under the Code (6:3-2.5&6) in a reasonable amount of time;
2. assure security of the records;
3. enumerate and describe the pupil records (mandated and permitted, (6:3-2.3 collected and maintained by the district.
4. disclose the rights of appeal for parents and adult students.

We wish to advise you that school records maintained on a child are available, at school, for review by parent(s)/guardian(s).

Cordially,

Dr. Frank Alfano  
Acting Superintendent