R 2460.11 SPECIAL EDUCATION - MAINTENANCE, ACCESS TO AND CONFIDENTIALITY OF PUPIL RECORDS

The compilation, maintenance, access to and confidentiality of pupil records are in accordance with N.J.A.C. 6A:32-7 et seq.

Procedures to Assure Confidentiality and Access to the Individual Education Program (IEP)

1. The Director shall assure that regular education teachers, special education teachers, and related services personnel with assigned educational responsibility have access to the pupil's IEP.

   a. Personnel with assigned educational responsibility will have the right to view, to make notes, and/or have a reproduction of the IEP.

   b. The Director will assure that the IEP is kept confidential and is maintained according to N.J.A.C. 6A:32-7.4 which states that pupil records for each individual pupil shall be maintained in a central file at the school attended by the pupil and when records are maintained in different locations, a notation in the central file as to where such other records may be found is required.

2. All procedures regarding access to pupil records and confidentiality indicated in Policy and Regulation No. 8330 Pupil Records will be followed.

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