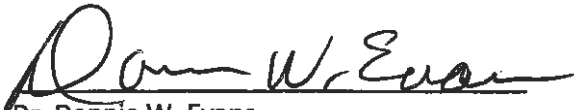


**Paterson Public Schools  
Paterson, New Jersey**

**Standard Operating Procedure**  
*Release of Student Records*

<b>Subject:</b> Release of student records	<b>Effective Date:</b> September 1, 2012	<b>Page:</b> 1 of 1
	<b>Approved by:</b> Dr. Donnie W. Evans	

- I. **Purpose:**  
To establish District Guidelines for the proper use in the Paterson Public School District. As per past practice we are adopting this operating procedure
- II. **Authority:**  
The State District Superintendent
- III. **Terms and Conditions**
  - Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspension and expulsions, to nonpublic schools.
  - Schools administrator and/or guidance counselor assembles student records for students who are transferring to both public and nonpublic schools.
  - School administrator and/or guidance counselor who compiles the student records will stamp the date and time and/or retain a copy of the Fax cover of the transmission of the records which were forwarded.
- IV. **Reporting Procedures:**  
The school administrator will sign off on the records being forwarded.
- V. **Dissemination:**  
All school administrators and guidance personnel of the Paterson Public School District.

  
Dr. Donnie W. Evans  
State District Superintendent