

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

SPECIAL EDUCATION:
MAINTENANCE, ACCESS TO AND CONFIDENTIALITY OF STUDENT RECORDS

The compilation, maintenance, access to, and confidentiality of student records are in accordance with N.J.A.C. 6-3-6.1 et seq.

Procedures To Assure Confidentiality And Access To The Individual Education Program (IEP)

1. The Cranford Public Schools 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 to have a reproduction of the IEP.
 2. The Director of Special Services will assure that the IEP is kept confidential and is maintained according to N.J.A.C. 6A:14-6.3-6.4 (b) which states that pupil records for each individual pupil shall be maintained at 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 other such records may be found is required.
2. All procedures regarding access to pupil records and confidentiality indicated in previously stated Policy and Regulation regarding pupil records will be followed.

This Regulation Placed in Effect
February 20, 2001
Reviewed January 15, 2002
Dr. Lawrence S. Feinsod,
Superintendent of Schools