

# REGULATION

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**BOARD OF EDUCATION  
HIGH POINT REGIONAL**

**NO. R 2460.10**

PROGRAM

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Special Education - Maintenance, Access to and  
Confidentiality of Student Records

## **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 Supervisor of Special Education shall assure that regular education teachers, special education teachers, and related services personnel with assigned educational responsibility have access to the student's IEP.
  - a. Personnel with assigned educational responsibility will have the right to view or to make notes.
  - b. The Supervisor of Special Education will assure that the IEP is kept confidential and is maintained according to NJAC. 6:3-6.4(b) which states that student records for each individual student shall be maintained in a central file at the school attended by the student 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 student records and confidentiality indicated in Policy and Regulation No. 8330 Student Records will be followed.

Adopted: 2/26/01

Date Revised: 12/20/16