



September, 2017

**RE: Student Directory Information**

Dear Parents/Guardians:

As part of the Washington Township School District's responsibility to educate its students, the district is required to compile and maintain pupil records and to provide access to these records to persons and organizations authorized by New Jersey State Statutes. These records contain only information that is relevant to the educational welfare of the pupil.

The Washington Township Board of Education has established procedures to govern the compilation and maintenance of pupil records as well as the regulation of access to such records in accordance with New Jersey and Federal Statutes. New Jersey Statutes (18A:36-19.1) require the school district to provide military recruiters the same access to school facilities and student information directories that is provided to educational and occupational recruiters. If a parent/guardian does not want any information provided, he/she may request, in writing to the Superintendent, that the child's name be omitted from any student information directory.

In addition, the district maintains the practice of including selected student information in items such as honor rolls, sports and play programs, class lists, homeroom lists, other miscellaneous lists, and general photography in a category of "directory information." This information is generally disclosed without parent/guardian permission; however, it may be withheld upon the request of the parent/guardian. If the parent/guardian does not want such information released, it will be necessary to inform the principal, in writing, of this request.

The educational records of a student are an important part of a student's school career. We strive to maintain all records accurately and fairly and to maintain them in a secure manner. We are also responsible for maintaining a student's records upon graduation or permanent departure of the student from the school system. A copy of the student's record will be provided upon request under these circumstances.

Please call your child's building principal or the Curriculum Office if you have any questions.

Sincerely,

Joseph Bollendorf  
Superintendent of Schools