



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 22, 2019  
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Nonpublic School Administrators  
Route To: Building Administrators and Directors of Special Education  
From: Carolyn J. Marano, Assistant Commissioner  
Division of Student Services

## Reminder on Forwarding Mandated Student Records to State Facilities

The purpose of this memorandum is to remind school districts of their obligation to forward mandated student records upon notification that one of their students has been placed in a state facility or a correctional facility. *N.J.A.C. 6A:14-8.1(e)* requires each school district to provide mandated student records to programs operated by a New Jersey state agency, including the Department of Corrections, Department of Children and Families, Department of Human Services, and the Juvenile Justice Commission, when a student is placed in a state facility. This requirement also applies to correctional facilities.

Pursuant to *N.J.A.C. 6A:17-3.6*, within 10 school days of receipt of a request for a copy of the student's educational records by a state facility, the school district receiving the request must provide the student records and other relevant school district information to assist the transition, including, but not limited to, the following: state identification number in NJSMART; the most recent report card; transcripts and the school district's graduation requirements for students in grades nine through 12; attendance standards; and the name of a contact person. For students with disabilities, some of the records that need to be transferred include, but are not limited to, the name of a special-education contact person; statewide assessment results; other assessment results; health records; a photocopy of the permanent record card; and the most current eligibility conference report, Individualized Education Programs (IEPs), and child study team assessments.

Please contact the New Jersey Department of Education's Office of Special Education Policy and Dispute Resolution at (609) 376-9060 if there are any questions.

c: Members, State Board of Education  
Lamont O. Repollet, Ed.D., Commissioner of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group