



**Glen Ridge High School**  
A Tradition of Excellence

**John W. Lawlor**  
Principal

August 2018

Dear Parent or Adult Student:

The New Jersey Administrative Code requires that parent and adult seniors be notified regarding their rights covering the sharing of student directory information. I have included a copy of the section of the administrative code that is appropriate to this matter and I ask that you review this and take the appropriate action.

N.J.A.C 67:3-2.2 (G) 6, requires local boards of education to notify parents and adult students annually in writing about the right of educational, occupational and military recruiters, to have access to student directory information, and the rights of parents and adult student with regards to this matter. Current code language makes provisions for parents to request in writing to the chief school administrator (Superintendent) that their child's name be omitted from the student information directory; adult student may make that request on their own behalf. The directory complies with the specific categories of information listed in the federal code:

... the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency of institution attended by the student, and other similar information.

I would also like to make you aware of the procedure regarding the maintenance of student records.

Student records will be kept on file for one year after the student leaves or graduates from Glen Ridge High School. During that year a parent or adult student may secure a copy of the record by making a request to the guidance department.

At the end of the five years, all records will be destroyed except the records indicating attendance, academic progress and health. These records may be obtained at any time through a written request to the guidance department. There is a small fee for an official transcript to be sent to an employer, an agency, or a college or university.

If you have any questions regarding the above stated procedure, please feel free to contact me at (973) 429-8303

Sincerely,

John W. Lawlor  
Principal