

**NOTIFICATION TO PARENT/ADULT  
PUPIL RE: DESTRUCTION OF DATED  
RECORDS**

**DATE:**

**To:( Parent/Guardian/Adult  
Pupil)**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_,

Please accept this notification as a reminder to you that, based upon New Jersey State Administrative Code 6.3-6.8(b) , you are entitled to have the entire pupil records of \_\_\_\_\_.

In the event that you do not request these records, we require your permission, on the enclosed form, to destroy them.

Should you fail to respond to this inquiry, we will, after five years , have the legal right to destroy them.

Please feel free to contact me @ (732) 946-1186, if you have any questions re: this correspondence.

Yours Truly,

Ron Rosenberg  
Director, Child Study Teams

ATTACHMENTS

