

SPRINGFIELD PUBLIC SCHOOLS
Springfield New Jersey 07081

POLICY: DISTRICT RECORDS AND REPORTS

The increasing complexity of both the law and the process of governing a school district require the Board of Education to assure itself that the financial and educational operations of the district are recorded and reported in strict accordance with New Jersey and federal law.

During the course of the school year, the Chief School Administrator and/or his designee shall report to the Board, the various statistical and educational reports required by law and code, be submitted to the State of New Jersey and other governmental and regulatory agencies.

The Chief School Administrator shall formulate rules, regulations and procedures, in cooperation with those responsible, to implement the gathering, recording, disseminating, copying, storing and ultimately the destroying of all such records in accordance with applicable law.

The Board Secretary will make district records which are open to the public available during business hours after sufficient notice has been given of a person's wish to view them. Copies may be made at a price not to exceed that set by statute. Documents must be viewed in the presence of the Board Secretary or his/her designee and shall not be removed from the viewing place for any reason.

Legal References:

- N.J.S.A. 10:4-6 et seq. Open Public Meetings Act
- N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts
- N.J.S.A. 18A:7A- Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
- N.J.S.A. 18A:11-2b Power to sue and be sued; reports; reports; census of school children
- N.J.S.A 18A:17-7 through -12 Secretary to give notices and keep minutes, etc.
- N.J.S.A. 18A:17-28(e) Duties of business manager
- N.J.S.A. 18A:17-35 Records of receipts and payments
- N.J.S.A. 18A:17-36 Accounting; monthly and annual
- N.J.S.A. 18A:17-46 Act of violence; report by school employee; notice of action taken; annual report
- N.J.S.A. 18A:36-19 Pupil records; creation, maintenance and retention, security and access; regulations; non-liability
- N.J.S.A. 47:1A-1 Legislative finding
- N.J.S.A. 47:1A-2 Pupil records; right of inspection; copies; fees
- N.J.S.A. 47:3-15 et seq. Short title

N.J.A.C. 2:36-1.1 et seq. Child Nutrition Programs
N.J.A.C. 6:3-2.8 Retention and destruction of pupil records
N.J.A.C. 6:8-3.2 Annual reports
N.J.A.C. 6:8-4.3(a)10i,10ii Evaluation of elements and standards (financial)
N.J.A.C. 6:8-8.3(b)11i,11ii Procedures for evaluation and certification (financial)
N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism and substance abuse
N.J.A.C. 6:20-2 Bookkeeping and accounting in local school districts
N.J.A.C. 6A:23-2.1 et seq. Double Entry Bookkeeping and GAAP Accounting in Local School Districts
N.J.A.C. 6A:27-7.9 Vehicle records
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts
N.J.A.C. 6A: 32-7.1 et. seq. Student Records
N.J.A.C. 6A:32-12.1 Reporting requirements
N.J.A.C. 6A:32-12.2 School level planning
N.J.A.C. 15:3-2 State records manual

Annual Data Collection Plan, New Jersey State Department of Education

Matawan Regional Teachers Association v. Matawan-Aberdeen Bd. of Ed., 212 N.J. Super. 328 (Law Div. 1986)
Laufgas v. Barnegat Twp. Bd. of Ed., 1987 S.L.D. 2442, aff'd St. Bd. 1988 S.L.D. 2496
Horner v. Kingsway Regional, 1990 S.L.D. 752
Beatty v. Chester Bd of Ed, 1999 S.L.D. (Sept.)

Cross References:

3543 Office services
4112.6 Personnel records
4212.6 Personnel records
5125 Pupil records
5131.5 Vandalism/violence
6142.2 English as a second language; bilingual/bicultural
6171.3 At-risk and Title 1
6171.4 Special education
9322 Public and executive sessions
9326 Minutes

Adopted: December 21, 1987
Revised: August 28, 1989
Revised: June 30, 1997
Revised: August 20, 2007