

**William P. Hoey, Jr.**  
*Superintendent*  
*WHoey@mail.ocvts.org*

Dear Parents:

In accordance with requirements set forth in NJ Administrative Code Title 6, Chapter 3, Subchapter 2, entitled "Pupil Records," OCVTS is required to notify parents of their rights regarding their child's records at least once a year and, if you request it, to make copies of applicable State and Federal laws and our policies available to you.

Mandated pupil records are those records which the school must keep to comply with NJ statute, regulation, or authorized administrative directives. Examples are: pupil's name, address, date of birth, name of parents/guardians, citizenship, and sex; records of attendance, description of progress; history and status of physical health; and all other records required to be kept regarding the education of handicapped individuals.

Generally pupil records may only be disclosed to authorized people or entities which include parents; pupils with written authorization of the parent and/or pupils whose relationship with OCVTS will terminate at the end of the term and who are at least 16 years of age; certified school district and educational personnel as well as supervised secretarial and clerical personnel; the board of education; and various other State and Federal representatives under appropriate circumstances with appropriate authority.

Adult pupils do not require parent consent to review their educational records. However, parents also have this right regardless of the pupil's consent if the adult pupil is financial dependent on the parent(s) and/or not legally competent.

If you have any questions about these policies or would like to see your child's pupil records, you may arrange to do so by making an appointment with the school principal. A copy of applicable State and Federal laws and our policies are available by contacting the Superintendent's office.

Sincerely,



William P. Hoey  
Superintendent