



## PEMBERTON TOWNSHIP SCHOOLS

**CHRISTINE HALE, Assistant Director of Special Services**

HOLLY CORSANICO, Special Education Supervisor - Child Study Teams & Speech  
KIMBERLY BRUCALE, Special Education Supervisor - Secondary Programs  
LAUREN VENTURI, Special Education Supervisor - Preschool & Elementary Programs

**TONY TRONGONE**

Superintendent  
**ADELINA GIANNETTI**  
Assistant Superintendent of  
Secondary and Special Services

August 2019

Re: Student Records

Dear Former Students or Legal Guardian,

Special Education Records, which have been collected by the Pemberton Township Schools related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of seven years after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates, completes his or her educational program at the age of 21, or moves from the district.

This notification is to inform former students and legal guardians of Pemberton Township Schools that special education records will be destroyed for any and all students who have not received Special Education Services since the 2012-2013 school year.

These records will be destroyed in accordance with state law N.J.A.C 6A:32-7.8 and N.J.S.A. 47:3-17 unless the former student or legal guardian notifies the school district otherwise. Please note that records will not be mailed but must be picked up in person. To ensure confidentiality, persons receiving the records will be required to present identification and sign a document indicating receipt of the records. The parent/guardian or eligible (adult) student may request the records in writing or in person at the following address

Special Services Department  
One Egbert Street  
Pemberton, NJ 08068  
Attn: Christine Hale

While Pemberton Township Schools are no longer required to maintain records after seven years, these records may prove beneficial to the former student or legal guardian when applying for Social Security benefits, rehabilitation services, college entrance, etc. I urge you to pick up these records. If a written request is not received by August 31, 2020, records will be destroyed. If you require additional information please contact me at 609-893-8141 extension 1022.

Sincerely,

*Christine Hale*

Christine Hale

Assistant Director of Special Services

PHONE: 609-893-8141 Ext. 1022 FAX: 609-894-3113 EMAIL: [chale@pemb.org](mailto:chale@pemb.org)  
Office: One Egbert Street, Pemberton, New Jersey 08068 • [www.pemberton.k12.nj.us/specialservices](http://www.pemberton.k12.nj.us/specialservices)

*Pemberton Learning Community: Pursuing Excellence One Child at a Time*