

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME **Glen Rock**

COUNTY **Bergen**

TYPE OF EXAMINATION **OFAC**

DATE OF BOARD MEETING **January 2, 2023**

CONTACT PERSON **Dr. Brett Charleston**

TELEPHONE NUMBER **201-445-7700 ext. 8967**

FAX NUMBER _____

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
#INV-07-22	1. Elimination of use of Folder function in Naviance.	Department Meeting Directive	Director of Student Personnel Services and School Counselors	February 15, 2022
#INV-07-22	2. Elimination of sharing bulk Senior transcripts via PDF with School Counselors.	Administrative Procedural Revision	Director of Student Personnel Services	September 6, 2022
#INV-07-22	3. Review of individual Senior transcripts electronically only via Genesis during 1:1 student/counselor college planning meetings.	Department Procedural Revision	School Counselors	September 7, 2022
#INV-07-22	4. Review of secure upload of Senior transcripts via PDF to Naviance via Multiple Transcript Manager.	Department Procedural Revision	Director of Student Personnel Services and School Counselors	September 19, 2022

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#INV-07-22	5. Deletion of Senior transcript PDF.	Administrative Procedural Revision	Director of Student Personnel Services	September 20, 2022
#INV-07-22	6. Repetition of Steps 2-5 for Senior mid-year transcripts and for Senior final transcripts.	Administrative and Department Procedural Revisions	Director of Student Personnel Services and School Counselors	February 15, 2023 and June 30, 2023

Brett Charleston

1/2/23

Chief School Administrator

Date

Michael Rinaldi

1/2/23

Board Secretary/Business Administrator

Date