



# HIGHLAND PARK PUBLIC SCHOOLS

[www.hpschools.net](http://www.hpschools.net)  
435 Mansfield St, Highland Park  
NJ, 08904

OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR

DENISE M. DeROSA

(732) 572-2400

May 31, 2024

VIA EMAIL: [opra+request-62194-51db6a14@requests.opramachine.com](mailto:opra+request-62194-51db6a14@requests.opramachine.com)  
Anonymous

Re: OPRA Request dated May 29, 2024

As custodian of records for the Highland Park Board of Education ("Board" and/or "District"), I am writing this letter in response for your request for records pursuant to the Open Public Records Act ("OPRA") submitted and received via email on Wednesday, May 29, 2024.

The Board's response to your request is set forth below:

"Please provide copies of the Highland Park School district's policies and procedures in effect during the 2023-2024 school year for the handling of student accidents and injuries. Please provide blank copies of any forms that need to be filled out by hand and/or screenshots of digital forms that might be required for such situations. If this differs from school to school, please provide the policies and procedures for all district schools"

Attached you will find Board policy number 8442 - Reporting Accidents, Nurse Instructions for reporting Adult/Student/Substitute Incidents, Injury Incident Report Student/Adult Form, Screenshot of Sample Nurse Treatment Record, Bolinger Student Accident Forms 23.24 English, Bolinger Student Accident Forms 23.24 Spanish, and Before and After Care Incident Report.

As the documents identified above are being provided to you in electronic format only, there is no charge associated with your request. The foregoing information and the enclosed documents constitute the Board's full and complete response to your OPRA request and therefore, your OPRA request is closed.

Sincerely,

*Denise M. DeRosa*

Denise DeRosa  
Business Administrator/Board Secretary