

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ABA-EA, EHC-RA, JOA-RA, JOA-EA, KBB

Responsible Office: Deputy Superintendent for Instruction

Deputy Superintendent for Planning, Technology, and Supportive Services

Release of Information on Students and Employees

I. PURPOSE

To establish procedures to control the release of information concerning students and employees

II. PROCEDURES

Data concerning MCPS employees and students are collected and maintained for use by the school system. MCPS employees will follow the procedures as stated below.

A. Employees

1. The names, home addresses, and/or telephone numbers of MCPS employees are not released to any individual, firm, or organization for use in soliciting business or contributions.
2. The associate superintendent for personnel services is responsible for establishing procedures which comply with State Government Article 10-611, *The Annotated Code of Maryland*, to be followed by staff in the Office of Associate Superintendent for Personnel Services in releasing information (e.g., salary, home address and/or telephone number, assignment) concerning current and former MCPS employees and information concerning applicants.
3. A list of school names, addresses, and names of principals is provided by the Department of Information to an individual, firm, or organization on request.
4. The MCPS personnel directory, i.e., listing the names of selected MCPS employees and assignments, is distributed within MCPS and to cooperating organizations and other school systems with the approval of the deputy

superintendent for planning, technology, and supportive services. The decision of the deputy superintendent for planning, technology, and supportive services in denying a request for a MCPS personnel directory may be appealed to the superintendent of schools.

B. Students

1. The deputy superintendent for instruction is responsible for ensuring that procedures for releasing directory information as defined in Administrative Regulation JOA-RA: *Student Records* comply with the Family Rights and Privacy Act of 1974 and the Code of Maryland Regulations (see MCPS Exhibit JOA-EA).
2. Principals are responsible for submitting to the Department of Educational Accountability each fall the names and grades of students enrolled whose parents do not want “directory information” released and, if necessary, the extent of the limitation requested for any given child.
3. Requests for directory information from outside individuals, groups, or agencies must be made through the deputy superintendent for instruction.
4. The deputy superintendent for instruction is responsible for securing a signed statement which:
 - a) States the purpose for which the directory information will be used
 - b) Promises that the directory information will not be rented, sold, or otherwise made available to any other group or used for any other purpose
 - c) Accepts responsibility for payment of MCPS costs for copying or producing the directory information
5. The Department of Educational Accountability is responsible for ensuring that, before directory information is released, names are removed for students whose parents request that directory information not be released.
6. Principals must not release names of students to PTA’s or other parent groups until parents/guardians have had the opportunity to request that directory information be withheld. Principals are responsible for informing PTA’s and other groups that

all students' names that have been requested not to be released must be removed before publication.

Administrative Regulation History: Formerly Regulation No. 275-4, August 20, 1975; directory information updated January, 1983; revised May 2, 1988; revised June 17, 1994.