

Miss
Max Palmer

Office of Associate Superintendent for Administration
Montgomery County Public Schools
Rockville, Maryland 20850

September 12, 1973

SEP 14 1973
Planning, Management and Computer Services

MEMORANDUM

To: All Principals
From: Joseph J. Tarallo *J.J.T.*
Associate Superintendent for Administration
Subject: Reporting Serious School Incidents

The enclosed supply of MCPS Form 270-3 is forwarded for your use in reporting serious school incidents. Drug incidents will continue to be reported, as last year, by telephone to the superintendent and this office, with a follow-up memorandum, until the new drug reporting forms are distributed.

The enclosed forms will be used as a pilot project for several months. After an evaluation and proposed changes are considered, a regulation will be formulated.

Some forms are also being forwarded to the area offices. Schools needing additional forms may contact their area offices.

Your cooperation in implementing the use of this form immediately will be very much appreciated. Please submit any suggestions for changes which you believe will improve the form.

Thank you.

JJT:jac

Enclosures

Copy to:
Executive Staff
Area Assistant Superintendents
Mr. Kenneth Muir

*Date - when it is reported you can
save space at bottom by distributing
distribution rather than listing.*