

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ABA-EA, JOA-RA, KBA-RA, KBA-RB, KBB, KBB-RA

Responsible Office: Human Resources and Development
Shared Accountability

Related Sources: *Family Educational Rights and Privacy Act*, 34 CFR, pt. 99; *Annotated Code of Maryland, State Government Article* §10-611, §10-624, and §10-626, *Code of Maryland Regulations* §13A.08.02.05

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 Montgomery County Public Schools (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 associate superintendent for human resources and development is responsible for establishing procedures that comply with state laws and regulations, for releasing information (e.g., salary, home address and/or telephone number, assignment) concerning current and former MCPS employees and applicants.
2. Consistent with state regulations, 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.
3. As set forth in MCPS Regulation KBA-RB, *Educational Purposes and Administration of the MCPS Web*, each MCPS school and office must have a website or at minimum one web page with its contact information.

4. Information for the MCPS Staff Directory is an automated process that is updated daily from the Human Resources Information System (HRIS). The Office of Human Resources and Development is responsible for notifying the Employee and Retiree Service Center (ERSC) of all staff changes. ERSC is responsible for making the updates in the HRIS. To ensure that staff listings are correct, each school and office designates a directory manager who can make updates. The Staff Directory page on a school's website contains the same information as the main MCPS Staff Directory, and is updated by the school's directory manager.

B. Students

1. The associate superintendent, Office of Shared Accountability is responsible for establishing procedures that comply with federal and state laws and regulations concerning students for releasing directory information.
2. MCPS Regulation JOA-RA, *Student Records*, establishes responsibilities for collecting, maintaining, and releasing information about students that is contained in student records.

Regulation History: Formerly Regulation No. 275-4, August 20, 1975; directory information updated January, 1983; revised May 2, 1988; revised June 17, 1994; revised December 20, 2013.