

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Student Records Review and  
Update Verification Certification Statement**

Department of Shared Accountability  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20855

**INSTRUCTIONS:** To be completed by principal and returned by July 11, 2025.

As of July 11, 2025, I certify to the Montgomery County Public Schools (MCPS) superintendent of schools the accuracy of student data maintained in student records at \_\_\_\_\_ and that the requirements of Code of Maryland Regulations (COMAR) 13A.08.02.07, *Review and Updating* have been met.

The review and updating of student records is evidenced by MCPS procedures that address the ongoing maintenance and accuracy of student records. These procedures include, but are not limited to:

- Professional Development  
*School-based record keepers attend meetings throughout the year*
- Ongoing review of student records
  - » *Annual updates of Student Record (SR) cards including changes in identifying information, results of individual and group standardized tests, health data, attendance and academic progress are conducted*
  - » *When a student transfers to the next higher school, i.e. elementary to middle school*
  - » *When a student graduates from high school*
  - » *When a student withdraws for any reason*
- Ongoing review of high school transcripts (high school only)  
*Transcripts have been checked for accuracy*
- Policies and Procedures addressing the maintenance of student records  
*MCPS Student Record Keeper Manual and MCPS Regulation JOA-RA, Student Records* are reviewed and maintained

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature, Principal \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return this certification statement by July 11, 2025.**

Complete and sign this form electronically, save it as a PDF to your desktop or a folder, and email it to  
Sona\_J\_Davis@mcpsmd.org.

**Code of Maryland Regulations (COMAR), 13A.08.02.07****REVIEW AND UPDATING**

- A. To ensure that student records maintained under this title are relevant and accurate, a local school system and educational institution regulated by the State Board of Education shall provide for review and updating of student records.
- B. Changes in identifying information, results of individual and group standardized tests, and health data shall be made within a reasonable time after these changes occur during the school year.
- C. Review of student records shall occur at least under the following conditions:
1. When a student transfers to the next higher organizational unit, such as from elementary to middle school level;
  2. When a student graduates from high school; and
  3. When a student withdraws for any reason.
- D. Each principal of an educational institution shall certify annually in writing to the local superintendent the accuracy of student data maintained in the student records at the educational institution.