



# Webmaster Account Request

Office of Communications  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

MCPS Form 271-7  
November 2015

**INSTRUCTIONS:** Principals and directors use this form to authorize staff to publish to their school or office folder on the MCPS Web server.

Principal/Director/Supervisor name \_\_\_\_\_ Title \_\_\_\_\_

Principal/Director/Supervisor e-mail address \_\_\_\_\_

School or office name \_\_\_\_\_

Website address: http:// \_\_\_\_\_

**PLEASE CREATE/UPDATE WEBMASTER ACCOUNTS FOR THE FOLLOWING PEOPLE:**

■ **PRIMARY WEBMASTER:** Complete this section ONLY if you are designating a NEW person as the primary webmaster for your school or office. The primary Webmaster should be an MCPS employee.

Name \_\_\_\_\_ ID # \_\_\_\_\_

E-mail \_\_\_\_\_

**ACTION:**

- New
- Change
- Remove

■ **SECONDARY WEBMASTER:** Complete this section for additional webmasters. If not an MCPS employee, indicate whether the person is a contractor, parent/guardian, or student in the ID # space.

Name \_\_\_\_\_ ID # \_\_\_\_\_

E-mail \_\_\_\_\_

**ACTION:**

- New
- Change
- Remove

■ **SECONDARY WEBMASTER**

Name \_\_\_\_\_ ID # \_\_\_\_\_

E-mail \_\_\_\_\_

**ACTION:**

- New
- Change
- Remove

■ **SECONDARY WEBMASTER**

Name \_\_\_\_\_ ID # \_\_\_\_\_

E-mail \_\_\_\_\_

**ACTION:**

- New
- Change
- Remove

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature, Principal/Director/Supervisor Date

Return this form to the Web Services Team at [webmaster@mcpsmd.org](mailto:webmaster@mcpsmd.org)