

Montgomery County Public Schools

**Student  
Recordkeeper  
Manual**

Policy, Records, and Reporting



# TABLE OF CONTENTS

## Enrollment

Direct Enrollment	
Referrals to Residency	
Referrals to International Admissions .....	E-1
Information Needed to Enroll	
Name	
Birthdate .....	E-2
Social Security Number .....	E-3
Race/Ethnicity	
Citizenship	
Immigration Status .....	E-3,4
Documentation of Residency .....	E-4,5
Parent/Guardian	
Adult Responsible for Student	
Immunizations .....	E-5,6
Homeless Students .....	E-6,7
Maryland Informal Kinship Care .....	E-7,8
Maryland State-Supervised Care .....	E-8,9
Tuition-Paying Students	
Tuition Waiver Students .....	E-9,10
Students Receiving Special Services	
Preschool Age .....	E-10
Students Attending Private/Parochial School .....	E-10
Next Year's School Assignment .....	E-10,11
Home Instruction .....	E-11,12
Change of School Assignment .....	E-12
Request to Withhold Directory Information	
One Day Enrollments .....	E-12,13

Entry Codes .....	E-14
Associated Entry and Withdrawal Codes .....	E-15
<b>Withdrawals</b>	
Documentation of Withdrawal Code .....	W-1
Date of Withdrawal .....	W-1
Summer Withdrawals .....	W-1
September Withdrawals .....	W-2
Guidelines for Processing Summer and September Withdrawals .....	W-2
Automatic Withdrawals .....	W-2
Maryland Student Withdrawal/Transfer Record (SR7) .....	W-2
Financial Obligation Clearance .....	W-3
Dropping Out .....	W-3
Extended Absences	
Incarceration/Juvenile Service Facility .....	W-3
Hospitalization .....	W-3,4
Parental Removal .....	W-4
Special Education Over 16 Years Old .....	W-4
Withdrawal Codes .....	W-5,6
<b>Student Records</b>	
Creating Student Record Files .....	R-1,2
Maintaining Student Records .....	R-2
Information Not to be Included in a Student's Records	
Request to Remove or Correct Information	
Release of Records .....	R-3,4
Quick Guide to Transferring Records to Other Schools .....	R-4
Release of Directory Information .....	R-5
Subpoenaed Records	
Civil Cases .....	R-5
Serious Incidents .....	R-6
Juvenile Cases .....	R-6

Criminal Cases .....	R-7
Record Retention .....	R-7,8
Quick Guide to Sending Records to Central Records .....	R-9

**Attendance**

Recording Student Attendance	
Students Scheduled for a Full Day .....	A-1
Students Scheduled for a Partial Day .....	A-1
Suspended Students .....	A-1
Student Attendance Regulation JEA-RA .....	A-2—A-8
Absence/Tardy Chart .....	A-8
Elementary School Absence Codes .....	A-8,9
Middle School Absence Codes .....	A-9
High School Absence Codes .....	A-10

**Appendix with Resources**

Custodial and Non-Custodial Parents .....	AR-1
Primary Care Parent .....	AR-2
MCPS Policies and Regulations Website	
MCPS Policies and Regulations Regarding Enrollment and Records .....	AR-3
MCPS Forms	
MCPS Forms Website	
MCPS Forms Register .....	AR-4
Outlook Conferences Folders .....	AR-4
MCPS Forms Involving Enrollment, Withdrawals, and Records .....	AR-5
Homeless Guidelines .....	AR-6

MCPS Help Desk .....AR-6

MSDE Publications .....AR-7

## OVERVIEW

All students, between the ages of 5 and 21, are enrolled into MCPS by school-based staff. However, under certain circumstances, a student must be referred to the International Student Admissions Office (ISAO) and Residency Compliance Services prior to enrollment.

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## DIRECT ENROLLMENT

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Schools can directly enroll a student under any of the following circumstances:

- Parent/guardian is a bona fide resident of Montgomery County. If parents live apart, the bona fide residence is that of:
  - Parent with legal custody.
  - OR
  - If custody is not awarded, parent with whom the child regularly lives.
- Homelessness.
- Maryland Informal Kinship Care.
- Maryland state-supervised care.
- Non-citizen enrolled in a US school at any time during the prior two years.
- U.S. citizen enrolled in a Department of Defense or American school in a foreign country.
- Living with an individual who has been given legal guardianship or custody.

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## REFERRALS TO RESIDENCY AND INTERNATIONAL ADMISSIONS (RIA)

301-230-0686

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Referrals regarding residency compliance questions should be made if none of the above circumstances apply, and one of the following circumstances exists:

- Student is living in Montgomery County with friends or relatives who are not parents or have not been given legal guardianship or custody.
- Student is 18 years or older and essentially self-supporting or emancipated.
- Family is new to Montgomery County and has a pending sales contract for the purchase of a home.
- Non-Maryland state supervised care.

Referrals regarding international student admissions must be made if the student is an:

- International student who has not attended a U.S. school at any time during the prior two years.
- A U.S. citizen living abroad who has not attended a U.S. school, Department of Defense school or American foreign school at any time during the prior two years.
- Exchange student.

## INFORMATION NEEDED TO ENROLL

The enrollment process begins with completion of MCPS Form 560-24, *New Student Information* and provides information needed to determine whether a student can be directly enrolled at the school or referred to RIA. It also captures the information to be entered into OASIS and onto the permanent student record card, MCPS Form SR-1, *Personal Data*.

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### NAME

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The Maryland Student Records System Manual requires MCPS to enroll a student using the legal name as recorded on the birth certificate, court order, or other legally binding document. If there is a conflict between the birth certificate and other document, use the name on the birth certificate.

Official documents issued by governmental entities located in the United States of America should be used in place of documents issued by entities outside of the United States of America.

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### BIRTHDATE AND EVIDENCE OF BIRTH

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Students must be 5 years old or older on September 1 of the school year in which the child is seeking to enroll in kindergarten, and 6 years of age or older on September 1 of the school year in which the child seeks to enroll in first grade. Students, whose birthdates are within 6 weeks of September 1, may seek admission by waiver. (See Appendix)

The following are acceptable proof of age and must be presented at the time of enrollment:

- Birth certificate
- Passport/visa
- Hospital certificate
- Physician's certificate
- Baptismal or Church certificate
- Parent's notarized affidavit (Sworn notarized statement attesting to the accuracy of the date of birth)
- Birth Registration
- Other legal or notarized identification

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**SOCIAL SECURITY NUMBER**


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Staff should request a student's social security number. However, enrollment cannot be denied if the parent does not have or refuses to give their child's social security number. It is not necessary to obtain proof of the social security number.

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**RACE/ETHNICITY**


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MCPS is required by the federal government to report the racial/ethnic group of our students using the two part question and five categories below:

**Part 1: Ethnicity Designation**

**Directions:** Read the definition below and completely darken the circle that indicates this student's heritage.

**Is this student Hispanic or Latino? (Select one answer.)**

Persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race, are considered **Hispanic** or **Latino**.

- Yes
- No

**Part 2: Race Designation**

**Directions:** Read the descriptions below and completely darken the circle or circles that indicate this student's race. You must select at least one race, regardless of ethnicity designation. More than one response can be selected.

**Indicate this student's race. (Select all that apply.)**

- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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**CITIZENSHIP 301-230-0686**

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Information regarding citizenship is not required for enrollment; however International students and U.S. citizens who have not attended a U.S. school at any time during the prior two years, should be referred to Residency and International Admissions.

Schools run by Department of Defense Education Activity and American Schools in foreign countries are considered U.S. schools.

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**J-1/F-1 IMMIGRATION STATUS**

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J-1 Immigration Status should be confirmed and indicated for secondary school students enrolled under an approved exchange program.

F-1 Immigration status is indicated for foreign secondary school students who have been granted permission to enroll through the I-20 application process and are paying non-resident tuition.

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**RESIDENCY**

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Proof of residency must be presented at the time of enrollment for all new and reentering students except for homeless students. See page E-6. Proof of residency should be kept. If records are transferred out of MCPS, keep a copy of the proof of residency. Proof of residency should be collected and kept any time a family moves.

**Homeowner**

- *Existing House*
  - Current Property Tax bill. Confirmation of property ownership and principal residency can be accessed on the WEB at [www.dat.state.md.us](http://www.dat.state.md.us).
    - ◆ Click on Real Property Data Search, choose Montgomery County, search by street address.
- *New House*
  - If house has *just* been purchased, settlement papers with financial information marked out, may be used in lieu of current property tax bill.

**Renter**

- *Lease less than 1 year old*
  - Copy of the current lease.

- *Lease is more than 1 year old*
  - Copy of lease and a current utility bill.
- *Lease for less than a period of one year*
  - Copy of a current utility bill and additional documentation such as employer letter, military housing orders, or other information confirming reason for short term lease.

**Shared Housing**

- Completed and notarized MCPS Form 335-74, *Shared Housing Disclosure*
- Copy of current property tax bill of homeowner or rental lease of renter with whom student and parent are living.
- Three supporting documents such as W-2, current pay stub, income tax return, bank statements, medical bills, car registration, car insurance, current utility bill, voter registration card, INS application, government or official correspondence at address, etc.

**Home Visit**

In those instances that families are unable to provide any of the above documentation, a home visit by school staff or the Pupil Personnel Worker can be made to resolve questions regarding bona fide residency. MCPS Form 560-34, *Documentation of Residency Through Home Visit* should be completed.

**PARENT/GUARDIAN**

Person enrolling student must present legal identification and proof of relationship to student.

- Legal identification includes but is not limited to:
  - Photo ID, driver’s license, passport, permanent resident alien card, naturalization papers.
- Proof of relationship includes but is not limited to:
  - Birth certificate, court order, separation decree.

**ADULT RESPONSIBLE FOR STUDENT**

Under certain circumstances (such as state-supervised care, informal kinship care, family crisis, homeless) a student may live with an adult other than a parent or guardian. The name of the adult responsible for the student at the household in which the student resides and the relationship to the student should be provided.

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**IMMUNIZATIONS 240-777-1550**

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Proper documentation of required immunizations must be obtained before enrolling a student.

- Maryland Immunization Certificate 896.  
Or
- Computer generated printout from doctor's office.

If a parent/guardian does not provide documentation of required immunizations *but* presents evidence of an appointment within 20 calendar days of the date of enrollment, the student may be enrolled. However, if the documentation is not provided immediately following the scheduled date, the student must be excluded from school and marked absent. Excluded students should be recorded with an excused absence and reported as a health-related exclusion, code 001, on the Student Suspensions application on OASIS. Students can resume attendance when proof of immunization is received. The only recognized exception to State immunizations requirements in Education, 7-403 is parental objections based on the parent's or guardian's bona fide religious beliefs and practices. In such instances, MCPS record keepers should check with Health Department personnel to determine the legitimacy of any objection.

MCPS record keepers are responsible for receiving and reviewing a student's immunization record to ensure that the student is fully immunized. During the school year, the Health Tech or School Nurse is available as a resource if you have any questions about a student's immunization record. During the summer, School Health Services is available by telephone at 240-777-1550 to respond to questions about immunization compliance. School Health Services personnel are responsible for a final review of the immunization record. They will provide a final review and sign off on the immunization records of all new enrollees.

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**HOMELESS STUDENTS 301-279-3322**

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If "Homeless" box is checked on MCPS Form 560-24, *New Student Information*, the student must be enrolled immediately even if school, immunization or other records/documents required for enrollment are unavailable.

**Definition of Homeless**

Homeless students are defined as those who lack a fixed, regular, or adequate nighttime address and include those:

- Living with friends or relatives due to loss of housing, economic hardship.
- Living in motels, hotels, trailer parks, or camp grounds.

- Living in emergency or transitional shelters, abandoned in hospitals.
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations, or other public/private spaces not designed as regular sleeping places for human beings.
- Children awaiting foster care placement.
- Migratory children who live in any of the described homeless situations.
- Unaccompanied Youth – A youth not in the physical custody of the parent or guardian.

Examples include but are not limited to those:

- Living in runaway shelter, abandoned buildings, cars, on the streets, or in other inadequate housing.
- Children and youth denied housing by their families.
- School-aged mothers living in homes for unwed mothers due to lack of housing available at the time of enrollment.

Homeless determination must be made on a case-by-case basis. Generally, the homeless determination will be self-identification by the parent/guardian. However, school staff may have to assist the person enrolling a child with determining whether or not they are homeless.

### Procedures

Students enrolling as homeless or currently enrolled students who become homeless have options for school selection. The decision about the school in which to enroll the student should be made at a best interest determination meeting with the parent. MCPS Form 335-77, *Homeless Status* should be completed. If transportation is required, complete MCPS Form 335-77B, *Homeless Student Transportation Action Request (HSTAR)*.

A homeless student new to MCPS should be enrolled using entry code #27, Homeless.

Homeless status needs to be reviewed on a yearly basis

For specific questions contact the MCPS Homeless Liaison at 301-279-3322. For complete information regarding homeless children and youth, refer to *School-based Guidelines for Identifying and Enrolling Homeless Students* (See Other Resources).

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### MARYLAND INFORMAL KINSHIP CARE 301-315-7324

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Maryland Informal Kinship care applies to a child who:

- Is a resident of Maryland.
- AND
- Is living with a relative in Montgomery County due to a specific serious family hardship.

The relative caring for the student must verify the informal kinship care relationship through a sworn affidavit and must provide specific proof of the hardship

**Relative**

- Adult related to the child by marriage or blood within the fifth degree of consanguinity.

**Serious Family Hardships/Supporting Documentation**

- Death of a parent – death certificate or other proof.
- Serious illness of parent – doctor’s report, note, or other proof.
- Drug addiction of parent-- confirmation by treatment provider or other proof.
- Incarceration of parent– documentation from legal system, detention center or other proof.
- Abandonment by parent– notarized statements from legal guardians, documentation from court, social services, etc., or other proof.
- Assignment of parent to active military duty– military orders or other proof.

**Procedures**

The relative enrolling a child in informal kinship care should complete:

- MCPS Form 334-16, *Informal Kinship Care Status*.  
AND
- MCPS Form 334-17, *Affidavit: Children in Informal Kinship Care*

The signed affidavit must be submitted on a yearly basis, along with current supporting documentation of the hardship.

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**MARYLAND STATE-SUPERVISED CARE**


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Maryland state-supervised care applies to a child who is in the custody, committed to, or placed by an agency in foster care, a group home or other residential setting. Maryland law requires prompt enrollment, placement, provision of services and transfer of records.

## Procedures

The adult enrolling the student should complete MCPS Form 560-35, *Enrollment of Child in Maryland State-Supervised Care and Transfer of Educational Records* and provide the following on a yearly basis:

- Student Information
  - Name
  - Name and district of last school attended
  - Prior services (IEP or 504 Plan)
- Placement Agency Information
  - Name of agency with court order
    - ◆ Department of Social Services (DSS)
    - ◆ Department of Juvenile Services (DJS)
    - ◆ Department of Health and Mental Hygiene (DHMH)
    - ◆ Private agency licensed by the Social Services Administration (SSA)
  - Name of Social Worker/Case Manager at placing agency
- Placement Residence Information
  - Court order placing the child in state-supervised care
  - State or agency letter placing the child in the residential setting (e.g. foster home, group home, etc)
  - Current license for the residential setting
  - Counselor/case worker at residential setting
- Parent/Guardian Information
  - Name and address of biological parent or legal guardian

## Transfer of Records

When enrolling a student in state-supervised care, within 2 days:

- Contact the school where the child is currently or last enrolled.
- Request, in writing, the student's records.
- Provide a copy of the request for records to the adult acting on behalf of the child.

When withdrawing a student in state-supervised care:

- Immediately contact the receiving school and provide the student's grade and IEP or 504 Plan status.
- Within 3 days, send the student's records to the receiving school.

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TUITION-PAYING STUDENTS 301-279-3766

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A nonresident student can be directly enrolled by school-based staff on a tuition-pay basis.

## Procedures

- The principal reviews requests for tuition-pay enrollment and takes into consideration factors such as building utilization as well as available space at the child's grade level.
- If approved, the principal provides a letter, on school letter head, indicating that the school will enroll the child on a tuition-pay basis.
- The parent is responsible for providing the Division of Controller Office with a copy of the approval letter, whereupon a financial agreement must be signed and a tuition payment plan established. A receipt will be issued for the tuition amount paid.
- Once the tuition receipt has been obtained and provided to the school, child can be enrolled.

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## TUITION WAIVER STUDENTS 301-230-0686

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Residency Compliance determines whether a student is eligible for a tuition waiver. If it is determined that a student is eligible to be enrolled on a tuition waiver basis, Residency Compliance sends the applicant a notification letter. The school in which the student seeks to enroll and other relevant offices receive a copy of the letter as well.

Requests for tuition waivers need to be made on a yearly basis. In late spring, the applicant receives a letter reminding them of the need to reapply for a tuition waiver. The school is copied on that letter and also receives a list of all students enrolled on a tuition waiver basis.

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## OTHER ENROLLMENT SCENARIOS

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### Pre-school Age Students Receiving Special Services

Pre-school aged students only receiving MCPS special services (i.e. speech, hearing) should be enrolled by the school in which the services are provided.

- Enroll the student in Grade 16, Homeroom Section 90.
- The Montgomery County Department of Health and Human Services guidelines do require immunization documentation for these students.

### School Age Students Receiving Special Services

- School aged students who attend a private/parochial school and receive MCPS itinerant services (i.e. speech, hearing) should not be enrolled in the school in which services are

provided. The Division of Placement and Assessment Services will enroll the student. *Do not enroll school age students receiving only special services in your school.*

- Students who are kindergarten age but not attending any school and receiving MCPS itinerant services (i.e. speech, hearing) should not be enrolled in the school in which services are provided. Refer the parent to Student Services for enrollment in Home Instruction.

### **Prekindergarten and Head Start Programs**

The Prekindergarten/Head Start Unit enrolls all students who will be attending these classes. If you have questions, call the Head Start office at 301-230-0676.

### **Preschool Education Program (PEP)**

The PEP office enrolls all students who will be attending PEP classes. If you have questions, call the PEP office at 301-279-2058 or Child Find 301- 947-6050.

## **OTHER ENROLLMENT ISSUES**

### **NEXT YEAR'S SCHOOL ASSIGNMENT**

The next year's school number determines the school placement for the following school year and is assigned as follows:

- Non articulating students are automatically reassigned to the current school for the following school year if it is their home school or if COSA information is valid.
- Articulating students (i.e. primary to upper elementary, elementary to middle, middle to high) are assigned as follows:
  - **Schools without split articulation -**  
 Student are sent back to their home school  
     if they are completing a special program  
     if their COSA is expired or no longer valid  
     if they are a headstart student promoted to kindergarten  
 Students are articulated based on their current school of enrollment

if they are ESOL or Special Ed students completing a special program  
 Students are sent back to their current school  
 if they are homeless students  
 if they are in special schools with restricted grades (Carl Sandburg)  
 if they have a non-MCPS address

➤ **Schools with split articulation -**

Students are sent back to their home school  
 if they are completing a special program  
 if their COSA is expired or no longer valid  
 if they are a headstart student promoted to kindergarten  
 Students are **never automatically articulated** based on their current school of enrollment  
 Students are sent back to their current school  
 if they are homeless students  
 if they are ESOL or Special Ed students  
 if they have a non-MCPS address

After January 1 of the current school year, Next Year's School number must be entered for all new enrollees.

Once assigned, Next Year's School should only be changed by the recordkeeper at the school the student is currently in when requested by another MCPS school due to:

- The student is moving to a different attendance area for the following year.
- A transfer request for the following year is approved.
- The student is placed or accepted into a program for the following school year.

If a parent indicates they will be attending a different school, refer them to the new school for future enrollment.

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**HOME INSTRUCTION 301-279-3912**

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Students schooled at home by a parent are enrolled in School #435, Home Instruction by the Department of Student Services using entry code 24, Parent Teaching.

A student enrolling in MCPS after having been on Home Instruction should be treated as a new or re-entering student. Therefore, all the appropriate documentation (residency, immunizations, proof of age) needs to be collected.

Students who are kindergarten age but not attending any school and receiving MCPS itinerant services (i.e. speech, hearing) should be enrolled in Home Instruction.

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**CHANGE OF SCHOOL ASSIGNMENT (COSA)**

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Students new to MCPS must always enroll at their home school before any transfer request can be processed. The home school must verify parent/guardianship, age, residency and immunization compliance *before* processing any transfer request. Do not forward original copies of these documents to the Field Office. They should be kept at the home school and, if the transfer is approved, forwarded as part of the student's cumulative folder to the school into which the student is transferring.

COSA's are accepted between February 1 and April 1 for the following school year.

- Students not currently enrolled in MCPS requesting a COSA for the following year should be enrolled using the Future Enrollment transaction.
- Students receiving less than 15 hours of special education services will follow the regular change of school assignment process. Students receiving more than 15 hours of special education services, may make requests by writing to the Department of Special Education, Division of School-based Special Education Services.

COSA requests for the current school year require a student to be enrolled and attending the home school.

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**REQUEST TO WITHHOLD DIRECTORY INFORMATION 301-279-3211**

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Any student enrolled after the beginning of the school year must be provided the Student Privacy Notice and the opportunity to request directory information be withheld.

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**ONE DAY ENROLLMENTS**

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There are times when students complete their graduation requirements while they are no longer enrolled in school. They could have completed their requirements in evening high school, or completed service learning hours or testing requirements after withdrawing from MCPS.

If graduation requirements are completed during the first semester, the student should be enrolled at the end of January for one day in the school awarding the diploma and withdrawn using the appropriate graduation withdrawal code. A final transcript can then be generated showing a graduation date. However, MCPS does not award January diplomas, so these students will receive a diploma with the June graduates for that year.

## ENROLLMENT

If graduation requirements are completed during the second semester, the student should be enrolled at the beginning of June for one day by the school awarding the diploma and withdrawn using the appropriate graduation withdrawal code.

If graduation requirements are completed during the summer, the student should be enrolled as of the first day of school and then withdrawn using the appropriate withdrawal code as a summer withdrawal.

## ENTRY CODES

01	First entry into any school – usually pre-kindergarten, kindergarten or first grade, or first entry into any school from home schooling.
02	Continuing in the same school.
06	Re-entry after involuntary withdrawal from school during the current August/September-June reporting period.
07	Re-entry after voluntary withdrawal from school during the current August/September-June reporting period.
08	Re-entry after involuntary withdrawal from school during any reporting period prior to the current August/September-June reporting period.
09	Re-entry after voluntary withdrawal from school during any reporting period prior to the current August/September-June reporting period.
10	By transfer from another public school within MCPS.
11	Articulating from elementary to middle, or middle to senior.
12	Changing residence in Montgomery county.
13	By transfer from a Maryland public school outside Montgomery County.
14	By transfer from a public school in another state or territory of the United States, or from a United States overseas dependent school.
15	By transfer from a nonpublic school within Montgomery County.
16	By transfer from a Maryland nonpublic school outside Montgomery County.
17	By transfer from a United States nonpublic school or institution in another state or territory of the United States.
18	By transfer from a school (public or nonpublic) of a foreign country.
21	By transfer from an evening high school program.
22	By transfer from a state institution in Maryland with an educational program.
24	Re-Entry from home schooling.
25	Parental choice transfer from a Title I public school designated for improvement into a school that has made adequate yearly progress (AYP).

26	Transfer from a public school pursuant to Unsafe School Transfer Option.
27	Transfer from a public school after having withdrawn due to a homeless situation.

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ASSOCIATE ENTRY CODES AND WITHDRAWAL CODES

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Current Year Withdrawal Code	Associated Current Year (re)Admission Codes	Associated Following Year (re)Admission Codes
99	NA	02
10	10	10
11	11	11
12	12	12
13	13-18,21,22,or 24	13-18,21,22,or 24
14	13-18,21,22,or 24	13-18,21,22,or 24
15	13-18,21,22,or 24	13-18,21,22,or 24
16	13-18,21,22,or 24	13-18,21,22,or 24
17	13-18,21,22,or 24	13-18,21,22,or 24
18	13-18,21,22,or 24	13-18,21,22,or 24
21	13-18,21,22,or 24	13-18,21,22,or 24
22	13-18,21,22,or 24	13-18,21,22,or 24
24	13-18,21,22,or 24	13-18,21,22,or 24
30	06,07	08,09
31	06,07	08,09
32	06,07	08,09
33	06,07	08,09
34	06,07	08,09
35	06,07	08,09
36	06,07	08,09
38	06,07	08,09
39	06,07	08,09
40	06,07	08,09
41	06,07	08,09
43	06,07	08,09
44	06,07	08,09
46	06,07	08,09
50	06,07	08,09
71	06,07	08,09
60	NA	NA

ENROLLMENT

61	NA	NA
62	NA	NA

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## OVERVIEW

In general, students are withdrawn from school because they are transferring to another school, have completed a high school program, or have terminated their formal education.

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## DOCUMENTATION OF WITHDRAWAL CODE

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Complete Form 565-5 *Student Transfer Outside of MCPS or Death of Student* for every student who transfers out and enrolls in another school or in an educational program that culminates in the award of a regular high school diploma, emigrates to another country, or dies.

Obtain official written documentation that the student has transferred to another school or educational program, has emigrated out of the country, or has died, and maintain a copy of the documentation in the student's permanent record with Form 565-5.

Examples of such documentation include:

- A request for records from the receiving high school, or completed Form 226-19 *Verification of Enrollment*.
- An approved application for home schooling or OASIS documentation of home schooling.
- A letter from an official in the receiving high school acknowledging the student's enrollment.
- Written confirmation that a student has emigrated to another country, which may include a school administrator's memo to the student's file based on a phone conversation with a parent, stating that the student is leaving the country.
- Written confirmation that a student has passed away, which may include an obituary, newspaper article, funeral service program, a letter from a parent, or similar items.

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## DATE OF WITHDRAWAL

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The date of withdrawal date should be the first school day after the last day of attendance.

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## SUMMER WITHDRAWALS (NO SHOWS)

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If a student was expected at your school in September but has no recorded attendance by mid-September, begin the withdrawal process with letters or phone calls home. If the student will not be attending your school, withdraw the student as a summer withdrawal. Students with no September attendance should be withdrawn no later than October 1.

**SEPTEMBER WITHDRAWALS**

If a student attends any time in September and then has at least 5 days of unexplained absences, begin the withdrawal process with letters or phone calls home. If the student will not be attending your school, withdraw the student using the day after the last day in attendance as the withdrawal date. Process all September withdrawals by mid October.

**GUIDELINES FOR PROCESSING SUMMER AND SEPTEMBER WITHDRAWALS**

Attendance Pattern of Student	Action Needed	
	Withdraw	Do Not Withdraw
<b>NO SEPTEMBER ATTENDANCE</b>		
☆ Student did not attend at all in Sept. and whereabouts unknown	<ul style="list-style-type: none"> <li>✓ Withdraw student by Oct. 1</li> <li>✓ Use Summer Withdrawal</li> </ul>	
☆ Student did not attend at all in Sept. and transferred to non-MCPS school	<ul style="list-style-type: none"> <li>✓ Withdraw student during Sept.</li> <li>✓ Use Summer Withdrawal</li> </ul>	
☆ Student is under age 16, did not attend at all in Sept., and whereabouts known		✓ Keep enrolled
<b>SEPTEMBER ATTENDANCE, ABSENT SEPTEMBER 30, OCTOBER ATTENDANCE</b>		
☆ Student attended at least 1 day in Sept, absent Sept. 30 and attended at least 1 day in Oct.		✓ Keep enrolled
<b>SEPTEMBER ATTENDANCE, ABSENT SEPTEMBER 30, NO OCT ATTENDANCE</b>		
☆ Student attended in Sept., was absent Sept. 30 and whereabouts unknown to MCPS during all of Oct.	<ul style="list-style-type: none"> <li>✓ Withdraw student by Oct. 31</li> <li>✓ Use day after last day in attendance as withdrawal date</li> <li>✓ Must be a Sept. withdrawal</li> </ul>	

**AUTOMATIC WITHDRAWALS**

A student who leaves one MCPS school (sending school) to attend another MCPS school (receiving school) cannot be withdrawn by the sending school. The sending school must set a release date to allow the receiving school to enroll the student. When the receiving school enrolls the student, the student will be automatically withdrawn from the sending school.

**MARYLAND STUDENT WITHDRAWAL/TRANSFER RECORD (SR 7)**

When notified that a student will be withdrawing from your school, the Maryland Student Withdrawal Transfer Record should be completed with current year information and is

intended to facilitate initial placement prior to receipt of official school records. The form can be given to the parent or sent by fax, email, or regular mail to the school in which the student will be enrolling.

This form must be completed when a student withdraws from MCPS to attend another Maryland public school and may be used if transferring to a nonpublic or out-of-state school.

#### FINANCIAL OBLIGATIONS CLEARANCE

Staff at the school from which the student is withdrawing should complete MCPS Form 560-20: *Elementary Student Withdrawal/Clearance* or MCPS Form 560-21: *Secondary Student Withdrawal/Clearance*. The purpose of this form is to provide a record of a student's financial obligations status at the time of withdrawal.

#### DROPPING OUT

Each high school is required to establish and implement procedures to conduct an interview with all students who leave school before graduating. The interview should verify the reason for the student dropping out of school and ensure that the parent is informed. MCPS Form 565-4, *Educational Interview for Student Permanent Withdrawal* should be used to document the interview or efforts to contact parents. No student is to be withdrawn on a drop out code unless this form is completed and all required signatures secured.

#### EXTENDED ABSENCES

When a student has extended absences, depending on the reason, it may or may not be appropriate to withdraw the student.

#### **Incarceration/Juvenile Services Facility**

When notified that a student has been incarcerated, the school must determine if the student will be receiving educational services, and from whom:

- If the student is receiving services from MCPS, Alternative Programs will change the school of enrollment from the current school to Alternative Programs.
- If the student is receiving educational services at a state institution with a teaching program, the student should be withdrawn using withdrawal code 22 *Transfer to a state institution in Maryland with an educational program*. Obtain documentation of the transfer (request for records, or complete Form 226-19 *Verification of Enrollment*). The withdrawal date should be the day after the last day of attendance.

- If the student is not receiving educational services, use withdrawal code 38 *Court Action. A student who is committed by court order to an institution without educational program.* The withdrawal date should be the day after the last day of attendance.

### **Hospitalization 301-517-8261**

When notified that a student will be hospitalized for an extended period of time, it should be determined if the student will receive educational services through the Home and Hospital Teaching office. If so, the student should remain enrolled. If not, the student should obtain documentation as to why services will not be provided and the anticipated length of absence from school. Upon receipt of the documentation, the student can be withdrawn from school. The withdrawal date should be the day after the last day in attendance. Use withdrawal code 30, “illness of such severity that precludes any educational program (e.g. home & hospital teaching)”.

### **Parental Removal**

Students who are removed from school by their parents for more than 15 consecutive school days are to be withdrawn. Parents should be informed that the student will be withdrawn and the MCPS assume that they will fulfill their responsibility to continue the student’s education at the destination. If MCPS determines that a student under the age of 16 is withdrawn but is not continuing his/her schooling, a report will be made to social services.

### **Special Education over 16 Years Old**

After following the steps outlined above before withdrawing a general education student over 16 years old, the school should schedule an IEP team meeting to discuss the student’s lack of attendance. The student and the student’s parents should be invited to attend the meeting.

At the meeting, the IEP team should review the student’s placement, attempt to identify reasons for non-attendance, and determine if the IEP should be revised in order to get the student to attend school on a regular basis.

- If the IEP is revised, the school should not continue the withdrawal process.
- If the IEP is not revised, the team should document the team’s discussion including why modifications would be inappropriate or unwarranted. A follow-up letter must be sent to the student and the student’s parents.
- If an IEP team meets, considers all appropriate options but is still unable to convince a student to attend school, the school may withdraw the student. In this case, the follow-up letter should clarify that the school intends to withdraw the student because the student has decided not to attend school. Additionally, the letter must clarify that the

## WITHDRAWALS

student has the unequivocal right to re-enroll prior to turning 21 years old. If the student re-enrolls, an IEP meeting shall be held to determine whether the student continues to be eligible for special education services.

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### WITHDRAWAL CODES

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Withdrawal codes are established by the Maryland State Department of Education. When withdrawing a student, care should be taken to use the appropriate withdrawal code.

Code 50 may be used when the actual cause of the withdrawal is unknown. Use this as a temporary code and change the code when the cause has been determined. Every effort should be made to determine the actual cause of the withdrawal and only as a last resort should code 50 be used.

Codes	When to Use
10**	Transfer to another public school within MCPS. Approved out of area transfer, placement because of a special program or special placement by PPW. Student's address has not changed.
11**	Elementary to middle, or middle to senior.
12**	Moving out of attendance area to another MCPS, because of change of address.
13	Transfer to a Maryland public school outside of Montgomery County.
14	Transfer to a public school in another state or territory of the United States, or from a United States overseas dependent school.
15	Transfer to a nonpublic school within Montgomery County.
16	Transfer to a Maryland nonpublic school outside of Montgomery County.
17	Transfer to a United States nonpublic school or institution in another state or territory of the United States.

WITHDRAWALS

Codes	When to Use
18	Transfer to a school (public or nonpublic) of a foreign country.
21	Transfer to an evening high school program.
22	Transfer to a state institution in Maryland with an educational program. This includes mental health institutions, correctional institutions and a juvenile services agency shelter care or detention facility.
24**	Home schooling pursuant to COMAR 13A.10.01.
25	Transfer to a public school that has made adequate yearly progress (AYP) from a Title I public school designated for improvement. pursuant to COMAR 13A.01.04.07.
26	Transfer to a public school pursuant to the Unsafe School Transfer Policy, COMAR 13A.08.01.20.
27	Transfer to a public school due to homeless situation pursuant to COMAR 13A.05.09.03.
30*	Illness of such severity that precludes any educational program (e.g. home & hospital teaching). Medical certification required specifying nature of illness and approximate length of time student will be withdrawn.
31*	Academic. Student, 16 years or older, drops out due to lack of academic success including low grades and/or grade retention.
32*	Discipline. Student, 16 years or older, voluntarily drops out due to disciplinary problems as documented by multiple office referrals and/or suspensions, but has not been formally expelled from school.
33*	Lack of Interest. Student, 16 years or older, voluntarily drops out due to lack of personal motivation or interest in continuing education.
34*	Employment. Certified by documentation and the student is unwilling to remain in a regular or alternative educational program.
35*	Marriage. Certified by documentation.
36*	Military Service. Certified by documentation.
38*	Court Action. A student who is committed by court order to an institution without educational program.
39*	Economic Reasons. Student, 16 years or older, voluntarily drops out due to lack of financial resources, and/or lack of family support or has caretaker responsibility for the extended family, excluding his/her own children as documented by a social agency.
40*	Expulsion Under 16. Required withdrawal from school for disciplinary reasons of a student under 16 years of age by the direction of the superintendent or designee (not a valid code for students with disabilities under the Individuals with Disabilities Education Act).
41	Immaturity. Immaturity under age five. Used in prekindergarten, kindergarten, and first grade, with appropriate documentation.
43	Death.

WITHDRAWALS

Codes	When to Use
44*	Parenting. Any married or unmarried student, 16 years and older, who leaves a regular or alternative educational program due to his/her responsibilities for child care and rearing of his/her children.
46*	Expulsion Age 16 and Over. Required withdrawal from school for disciplinary reasons of a student, age 16 years and older, by the direction of the school authorities (not a valid code for students with disabilities under the Individuals with Disabilities Education Act).
50*	Whereabouts Unknown. Any student who is not known to have enrolled (on the basis of transcript request or other information) in another school, or whose whereabouts is unknown as documented by an appropriate school official. A student who is a runaway as documented by an appropriate governmental agency (e.g. Juvenile Services) or is known or suspected to be abducted as documented by an appropriate governmental agency (e.g. law enforcement official or social security).
60	Graduating September-June with Maryland High School Diploma.
61	Graduating September-June with Maryland High School Diploma and Certificate of Merit.
62	Special Education student graduating September-June with Maryland High School Certificate.
70	Early college admission.
71*	Pregnancy.
85*	"Age Out" – The student has exceeded the age which the state guarantees a free, appropriate public education, and has subsequently exited. May only be used with students who have turned 21 years old on the first day of school.

\* Drop out codes

\*\* These codes are entered when the receiving school enrolls the student, and not by the sending school.



## OVERVIEW

Student records provide a picture of the academic performance and individual progress of a student and consist of information maintained in written, photographic or computer media format. Notes maintained by staff (i.e. administrators, counselors, teachers, psychologists, nurses, pupil personnel workers, social workers) and for their own personal use are not considered part of a student's record.

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## CREATING STUDENT RECORD FILES 301-320-7301

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Student records are filed in one of three folders. All three folders are considered the student's record.

### Cumulative Folder

The cumulative folder includes, at a minimum, the following:

- Student Record System (SR/SRS cards)
  - SR 1 Personal Data/Student's Attendance Data
  - SR 2a Annual Subject Performance K-8
  - SR 3 Annual Subject Performance 9-12
  - SR 3a Additional Test Results
  - SR 3b Annual Subject Performance 9-12, High School Assessments
  - SR 4 Student Test Record, Maryland School Assessments
  - SR 7 Maryland Student Withdrawal/Transfer Record
  - MCPS Form 560-6 Worksheet for Suspension or Health-Related Exclusion
  - Discipline records
  - Report Cards
  - Correspondence to and from parents/guardians/eligible students
  - Documentation of Residency
  - Custody documents, if applicable

Information maintained on the SR cards should be accurate, readable, and current. An SR 1, Personal Data, should be created for all students entering MCPS, regardless of age.

Discipline records, including suspension and expulsion, must be kept in the student's record, maintained, and sent to other schools upon transfer.

## Health Folder

The health folder contains at a minimum:

- Student Record System (SRS) cards, *either* MCPS or MSDE
  - SRS 5 (yellow card) Health Screenings
  - SRS 5b Vision and Hearing Screenings
  - SRS 6 Health Inventory
  - DHMH896 Maryland Immunization Certification
  - or
  - Computer generated immunization record printout from doctor's office

## Confidential Folder

A confidential folder provides extra protection for student privacy and is established when a student is referred for special education screening, a 504 plan has been established, or for information that is personal or supplemental to basic student data.

The following documents are always kept in a confidential folder:

- Written referral materials for special services and reports from special services personnel, including those related to an IEP or Section 504.
- Written referral to Montgomery County Health Department for special consultation regarding non-routine health problems.
- Psychological evaluations and other individual assessment reports.
- Reports from public and private agencies (juvenile court, mental health clinics, family counseling agencies, hospitals, etc.).
- Verified reports of serious or recurrent patterns of behavior, teacher and counselor ratings and observations.

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## MAINTAINING STUDENT RECORDS

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Material (such as miscellaneous notes, duplicate report cards, obsolete test booklets, etc.) that no longer serves an educational purpose should be removed and destroyed when:

- Student articulates from elementary to middle school; middle to high school.
- Student graduates from high school.
- Student withdraws for any reason.

- Special education records should not be purged until 6 years after graduation or withdrawal.

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#### INFORMATION NOT TO BE INCLUDED IN A STUDENT'S RECORD

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The following information should not be placed in a student's record:

- Department of Social Services – Abuse and neglect reports
  - Keep in a separate location, such as the principal's office, until student turns 22.
  - Should not be sent if student transfers to another school.
- Police Department – Reportable Offenses
  - Keep in a separate location, such as the principal's office.
  - Should be sent if student transfers to another school.

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#### REQUEST TO REMOVE OR CORRECT INFORMATION

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A parent who believes that information contained in a child's record is inaccurate, misleading, or violates privacy rights should request of the principal, in writing, that the record be changed. If an agreement is reached, the information should be removed or amended. If an agreement is not reached, the parent can appeal the decision in accordance with MCPS Regulation KLA-RA: *Responding to Inquiries and Complaints from the Public*.

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#### RELEASE OF RECORDS

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Parents are entitled to one complete set of their child's records free of charge. A reasonable fee may be charged for additional copies of these records. (Never give originals.) In general, schools may not disclose information or release a student's record to someone other than the parent or student without written consent of the parent, or student if the student is over the age of 18. The consent should specify the specific records to be disclosed, and the purpose of the disclosure. MCPS Form 550-2, *Authorization to Request/Release Student Records* can be used for this purpose.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials, including administrators, supervisors, teachers, nurses, security, school attorneys, auditors, and others acting on behalf of the school system who need access to fulfill their job responsibilities.

- Schools into which a student seeks or intends to enroll.
- Representatives of a public agency with a “need to know” in an safety or health emergency.
- Authorized government officials.
- Financial aid personnel, if needed to determine eligibility.
- Accrediting organizations, to carry out accrediting functions.
- Judicial order or subpoena.

**Special Circumstances**

- Records of **substance abuse** treatment or effort to get treatment **may not** be sent without written consent of student, even if student is a minor.
- MCPS **psychological reports** may be sent by the school after confirmation with Psychological Services that the report being sent is the most current one available.
- Unless there is a court order or legally binding agreement in the student’s cumulative folder to the contrary, **the non-custodial parent** is entitled to:
  - receive copies of report cards, test scores, newsletters, interim reports, loss of credit notification and other routine information sent to the custodial parent;
  - visit school, observe instruction, and review record.
- The non-custodial parent should:
  - submit written request and provide, if requested by the school, self-addressed envelopes for sending this material;
  - pay a reasonable fee for copying and mailings unless a notarized statement indicates the parent is unable to pay the fee.
- The school should:
  - notify the custodial parent when such a request has been made.

**QUICK GUIDE TO TRANSFERRING RECORDS TO OTHER SCHOOLS**

Parental consent is not required to release records to a school in which a student seeks to enroll.

Records transferred to:	Type of Request		What to Send		What to Keep	
	Verbal	Written	Original	Copy	Original	Copy
Any MCPS	OK	OK	Cumulative Health			

## STUDENT RECORDS

			Confidential			
Any Maryland public school		Required	Cumulative Health Confidential		Residency Documentation	SR cards Immunizations IEP SpEd documentation Birth Certificate
Any non-public school or any out-of-state public school		Required		SR cards Immunizations IEP SpEd documentation Suspension	Cumulative Health Confidential	

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### RELEASE OF DIRECTORY INFORMATION 301-279-3211

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The “Family Educational Rights and Privacy Act” (FERPA) requires schools to define directory information and inform parents how they can prevent such information from being given out.

MCPS defines directory information to include the following items: Student’s name, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent educational agency or institution attended by the student, photographs, and other similar information.

The FERPA notice should be provided to the parent/guardian of all students at the beginning of the school year, and is available in English, French, Spanish, Vietnamese, Korean and Chinese. The parent/guardian of a student enrolling after the start of the school year must be given the opportunity to request withholding of directory information. The form is sent to all schools during the summer prior to the start of each school year.

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### SUBPOENAED RECORDS

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The following information is posted on the Principal A&S Folder/Legal Issues Folder. If you have any questions, please call Ms. Robin Confino, executive director to the Chief Operating Officer, or Ms. Brenda Ricketts, at 301-279-3626.

These guidelines should be followed when a school receives a subpoena for a student’s records. However, if you have questions or believe there is something unusual about the case, please call

the appropriate community superintendent who will provide advice and/or refer you to an appropriate person.

### Civil Cases

- Before complying with the subpoena, notify the parent or eligible student that a subpoena has been received and the school system will be complying with it within five business days. The only time you would not notify the parent is if the subpoena directs that the existence and/or the contents of the subpoena not be disclosed.
- In the log of requests to inspect the student's record, document (in writing) the attempt to contact the parent, whether successful or not.
- Remove the names of any other students listed in any record of the student for whom the subpoena is issued. No records should be released that contain the names of other students.
- If the subpoena is for all records and the student has a psychological on file, contact the Department of Student Services, psychological services supervisor (301-279-3805, Fax 301-279-3207), to secure a copy to determine if it is the most current.
- Copy all other student records. Do not copy or provide accident reports or witness statements without review by MCPS legal counsel. (Contact Ms. Ricketts, 301-279-3626)
- Send or deliver the records to the requesting party or the court with a cover memo on school stationery signed by the principal, indicating that to the best of your knowledge this is a complete and true copy of the student's record.
- If there are unusual circumstances or questions, contact the appropriate community superintendent or the Office of the Chief Operating Officer (OCOO), 301-279-3626.

### Serious Incidents

When a subpoena is received for all statements/records regarding a serious incident at your school with a specific date and students listed, fax the subpoena to the OCOO, 301-279-3428. Your school will be called and faxed the subpoena if it has been sent directly to the OCOO. Please designate one person in your office to handle these types of requests.

- All records of the serious incident need to be obtained and copied. Additionally, parents of all students making a statement, including the student(s) named in the subpoena, must receive a letter informing them that a subpoena has been received

requesting written statements with student's names (sample attached). If a student is 18 years or older, the letter would need to be sent to the student.

- MCPS Form 270-3, *Report of Serious School Incident*, must be completed.
- Copies of all records of the serious incident, a copy of each letter sent to parent(s) and/or student(s) informing them of the subpoena request, and a completed Certification of Records Custodian form, must be sent by fax or pony to the OCOO.
- Please comply with the timeline on the subpoena and return all records to the OCOO before the date due to the State's Attorney.
- If there is any concern about the due date cited on the subpoena, contact the OCOO.

### Juvenile Cases

Send or fax a copy of the subpoena to Mr. Darryl Norwood, court liaison specialist, Department of Student Services, and call him to confirm receipt (301-279-3912, Fax 301-279-3207).

The court liaison specialist (in collaboration with school staff) will:

- Ensure that the parents are notified that their child's records have been subpoenaed and that MCPS intends to comply with the subpoena in the absence of a court order to the contrary.
- Obtain copies of the complete records: cumulative, confidential (if any), health, and discipline (if any). Note: compliance with the subpoena requires that all records be provided, even those awaiting placement in the student's official files. If the subpoena is for all records and the student has a psychological on file, contact the Department of Student Services, psychological services supervisor (301-279-3912, Fax 301-279-3207), to secure a copy to determine if it is the most current.
- Remove the names of any other students listed in any record of the student for whom the subpoena is issued. No records should be released that contain the names of other students.
- Include with the copy of the records a statement signed by the principal to the effect that to the best of his/her knowledge the documents are true and complete copies of the student's records.

### Criminal Cases

- Send or fax a copy of the subpoena to the OCOO, CESC (Fax 301-279-3428). Confirm receipt by calling the secretary at 301-279-3626.

## STUDENT RECORDS

- The OCOO will provide legal counsel with a copy, who will file a motion at the court on behalf of MCPS, seeking to protect the use of student records.
- The OCOO will forward the subpoena to the school, where the person assigned by the administrator will:
  - Ensure that the parents are notified that the records have been subpoenaed and that MCPS must comply with the subpoena.
  - Obtain copies of the complete records: cumulative, confidential (if any), health, and discipline (if any). Note: compliance with the subpoena requires that all records be provided, even those awaiting placement in the student's official files. If the subpoena is for all records and the student has a psychological on file, contact the Department of Student Services, psychological services supervisor (301-279-3805, Fax 301-279-8549), to secure a copy to determine if it is the most current.
  - Remove the names of any other students listed in any record of the student for whom the subpoena is issued. No records should be released that contain the names of other students.
  - Include with the copy of the records a statement signed by the principal to the effect that to the best of his/her knowledge the documents are true and complete copies of the student's records.
  - Arrange for mailing or delivering of the records as soon as possible to the OCOO.

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## RECORD RETENTION

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### Withdrawn Students

Records of withdrawn students are kept at the last school of enrollment for four years.

- Records of summer withdrawals should be kept at the last school attended.
- File summer withdrawal records with prior school year records.

Annually, records that are four years old are sent to Central Records for scanning and permanent retention. Once scanned, the records are destroyed. Central Records is responsible for the permanent retention and responding to requests for information from these records.

### Graduates

Records of students awarded a diploma or certificate are forwarded to Central Records on a yearly basis for scanning. Central Records staff contacts schools when ready to receive the records. The records cannot be sent through the PONY. Designated school staff must hand carry to Central Records.

Central Records will randomly audit the SR3 cards for discrepancies. Should the number of discrepancies exceed our standards, all the graduate records will be returned to the school for further review.

Once scanned, schools will be notified and can pick up the records. Schools then keep the records for four years, during which time the school is responsible for handling any record requests.

After 4 years, the records are forwarded to Central Records at which time Central Records assumes responsibility for permanent retention and responding to record requests.

## QUICK GUIDE TO SENDING RECORDS TO CENTRAL RECORDS

WHEN	STUDENTS WHO WITHDREW:	STUDENTS WHO GRADUATED:	FILES TO SEND
July 2007	September 2002-June 2003 Summer 2003	2003	Cumulative, Health, Confidential
July 2008	September 2003-June 2004 Summer 2004	2004	Cumulative, Health, Confidential
July 2009	September 2004-June 2005 Summer 2005	2005	Cumulative, Health, Confidential
July 2010	September 2005-June 2006 Summer 2006	2006	Cumulative, Health, Confidential
July 2011	September 2006-June 2007 Summer 2007	2007	Cumulative, Health, Confidential
July 2012	September 2007-June 2008 Summer 2008	2008	Cumulative, Health, Confidential
July 2013	September 2008-June 2009 Summer 2009	2009	Cumulative, Health, Confidential
July 2014	September 2009-June 2010 Summer 2010	2010	Cumulative, Health, Confidential

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## RECORDING STUDENT ATTENDANCE

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### STUDENTS SCHEDULED FOR A FULL DAY

A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for  $\frac{1}{2}$  day if in attendance for at least two hours of the school day, but less than four hours.

### STUDENTS SCHEDULED FOR A PARTIAL DAY

A student scheduled for less than a full day is to be counted present based on the amount of time he/she is scheduled.

*Example: A student scheduled for a two hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day. A student scheduled for a two hour block of time will be counted present for  $\frac{1}{2}$  day if the student is in attendance for one hour.*

A student is counted present if at school or at another place at a school activity sponsored by the school and personally supervised by a member(s) of the school staff. This may include authorized independent study, work study programs, field trips, athletic events, contests, music festivals, student conventions, instruction for home bound students, and similar activities when officially authorized under policies of the local school board. It does not include “making up” school work at home, or activities supervised or sponsored by private groups or individuals.

**(Lawful and unlawful absences are both counted as an absence.)**

### OUT-OF-SCHOOL SUSPENSIONS, IN-SCHOOL SUSPENSIONS, AND IN-SCHOOL INTERVENTIONS

It is very important to maintain communication with administrators and special education staff in order to assure accurate recording of attendance for suspended students. Please ask anyone who provides you with information that a student has been suspended to make sure that you are notified if any changes to the number of days or type of suspension (in-school suspension, out-of-school suspension, or in-school intervention), so that you can correct the attendance. There are specific absence codes for out-of-school and in-school suspensions. However, for students assigned to an in-school intervention, please use “special teacher.” (Please refer to the absence codes listed on pages A-9, A-10, A-11).

It also is important to record the correct absence reason for suspended students who have been placed in a 45-day alternative setting for a portion of their suspension. You should receive attendance information from that location. If the student was present at the 45-day location, you would code the absence from your school as "Alternative Education." However, if the student was marked absent from the 45-day location, you would use the same absence reason as used there.

JEA-RA

# REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** IKA, IKA-RA, JEA-EA, JEB-EA, JGA-RB, JFA-RA

**Responsible Office:** Office of Shared Accountability

## Student Attendance

### I. PURPOSE

To establish responsibility for recording and excusing absences and to outline procedures for monitoring and improving attendance and for follow-up with students and parents in accordance with requirements set forth in the *Code of Maryland Regulations (COMAR)*

### II. PROCEDURES

#### A. All Schools

##### 1. Recording Absences

- a) The classroom teacher is responsible for taking student attendance. The document used by the teacher to record attendance is the source document. Source documents may differ for elementary and secondary schools and are described below.

##### (1) Elementary and Middle School Source Documents

Each teacher is responsible for recording the attendance of students in his/her class. Attendance is to be recorded on attendance rosters that are generated at each school at the beginning of the week. After teachers record attendance on the roster, it is returned to the attendance secretary who

## ATTENDANCE

enters the information into the Web-based Daily Attendance System.

### (2) High School Source Documents

Each teacher is responsible for recording the attendance of students in his/her class. Teachers record attendance

### **JEA-RA**

directly in the Web-based Period Attendance System. After recording the attendance, the teacher must enter his/her password, which serves as an electronic signature to confirm source of entry.

- b) Source documents will be retained in the school for the current year. At the end of the current year, the source documents retained in hard copy form will be sent to Central Records where they will be retained for three additional years for auditing purposes.
- c) The daily attendance records of each student are electronically maintained by the Office of the Chief Technology Officer (OCTO). A hard copy of a school year's cumulative Monthly Report of Student Attendance will be retained by Central Records for three years.

### 2. Determining what constitutes an absence

- a) For reporting purposes, Montgomery County Public Schools (MCPS) defines an absence in accordance with the definition of "Days Absent" in the Maryland Student Records System Manual.
- b) The Maryland Student Records System Manual is hereby incorporated by reference.

### 3. Determining Whether an Absence Is Lawful or Unlawful

- a) A written explanation of each absence is required from the parent/guardian within three days of the student's return to school.
- b) Requests for late arrivals or early dismissals must be authorized by the parent/guardian.
- c) Upon reaching his/her age of majority (18 years old or married), a student may assume the responsibility for absence notes and requests for late arrivals and early dismissals. The principal is

## ATTENDANCE

responsible for informing the parent/guardian in writing of the following:

- (1) Eligible students may submit their own written explanations of absences.
- (2) When a student is exercising age of majority rights, any administrative follow-up on unlawful absences is conducted with the student. When that student is residing

### **JEA-RA**

as a dependent child with his/her parent or guardian, additional notification of unexcused absences may be sent to the parent or guardian.

- d) Students presently enrolled in public schools are considered lawfully absent from school, including absence for any portion of the day, only under the following conditions<sup>1</sup>:
  - (1) Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the local superintendent of schools or the school principal, or their designees, as reason for excusing the students. A number of activities or work situations that the principal/designee should accept as lawful when approval for the absence has been requested five school days in advance in writing from the parent/guardian/eligible student are included below:
    - (a) Visits to college campuses and participation in college orientation programs (see local student handbook for limitations).
    - (b) Scheduled interviews with prospective employers.
    - (c) Short-term full-time work assignments for students not enrolled in a cooperative education program.
  - (2) Death in the immediate family.
  - (3) Illness of the student. The principal may require a physician's certificate from the parent or guardians of the

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<sup>1</sup> Lawful absences are to be considered as excused absences

## ATTENDANCE

student in cases in which a student has chronic or extended absences for an illness.

- (4) Illness of a student's child. In the case of students who also are parents, when these students are absent due to their children's illnesses or medical appointments, the absences should be excused.
- (5) Court summons

### **JEA-RA**

- (6) Hazardous weather conditions. Hazardous weather conditions shall be interpreted to mean weather conditions which would endanger the health or safety of the student when in transit to and from school.
  - (7) Observance of religious holiday.
  - (8) State emergency
  - (9) Suspension
  - (10) Failure to provide MCPS authorized transportation to eligible students. This does not include students denied MCPS authorized transportation for disciplinary reasons.
  - (11) Other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.
- e) Any absence for reasons other than those specified above may be considered either lawful or unlawful by the principal/designee. Discretion is permitted in designating absences as lawful for reasons other than those above. Normally, requests for family travel are not lawful absences.

A student's absence may be deemed lawful at the discretion of the principal/designee based on the following considerations:

- (1) Recommendations from the student's teacher(s) concerning the possible effect of the anticipated absence on the student's academic progress and the options available for make-up work before making a decision to approve the absence.

## ATTENDANCE

- (2) Number of lawful and unlawful absences student has accumulated to date.
  - (3) Purpose or special significance of the absences.
  - (4) Duration of the absence.
- f) For consideration of discretionary absences, notice and request must be provided prior to the absence.

### **JEA-RA**

- g) In unique and specific circumstances, absences can be considered authorized and should not be reported as either lawful or unlawful. In these cases, students are to be considered present. Such circumstances are when a student is not physically in the classroom but remains under the direct supervision of MCPS. Examples include, but are not limited to:
- (1) Service as a volunteer student aide in MCPS outdoor education programs.
  - (2) Sports participation
  - (3) Student government
  - (4) Field trips
  - (5) Health room visit
  - (6) Home and hospital teaching
  - (7) In-school suspension
- h) Students who are removed from school by their parent for more than 15 consecutive school days are to be withdrawn, and parents must be informed that the student will be withdrawn and that MCPS assumes that they will fulfill their responsibility to continue the student's education at the destination.

#### 4. Monitoring Attendance

- a) The absence of students is reported to parents on the report card.

## ATTENDANCE

- b) The principal, in cooperation with the school faculty, establishes the school's procedures for follow-up on absences, annually submits the procedures to the community superintendent for approval by July 1, and distributes approved procedures to parents and students at the beginning of each school year.
- c) The Department of Student Services, in collaboration with other MCPS offices and outside agencies, will develop and implement a continuum of interventions designed to support regular school attendance.
- d) Unlawful absences should be considered disciplinary infractions that can result in nonacademic consequences as determined by the **JEA-RA**

individual school's discipline committee and outlined in MCPS Regulation JFA-RA, Student Rights and Responsibilities. The consequences for this infraction would range from a minimum of a conference to a maximum of administrative detention. Schools should consider consequences that place emphasis on the importance of increasing student engagement in learning opportunities, including community service and other academic after-school learning experiences.

- e) Each school will establish a formal process to promote student attendance. This process will monitor data, provide targeted interventions, and include incentives.

### B. Elementary School (Including Kindergarten)

- 1. At the beginning of the school year, elementary school principals will request that parents notify the school when their child is to be absent for any reason on any given day.
- 2. Whenever possible, parents of elementary school-age children will be contacted by noon of each first day of absence, if the parents have not previously notified the school of the absence.
- 3. Elementary school students with excessive absences and/or tardies, both lawful and unlawful, may be referred for appropriate intervention. At the discretion of the principal/designee, students who demonstrate a pattern of absences may be referred to appropriate staff and/or outside agencies for intensive interventions designed to increase regular attendance.

### C. Middle Schools

## ATTENDANCE

Middle school students with excessive absences and/or tardies, both lawful and unlawful, may be referred for appropriate intervention. At the discretion of the principal/designee, students who demonstrate a pattern of absences may be referred to appropriate staff and/or outside agencies for intensive interventions designed to increase regular attendance.

### D. High Schools

High school students with excessive absences and/or tardies, both lawful and unlawful, may be referred for appropriate intervention. At the discretion of the principal/designee, students who demonstrate a pattern of absences may be referred to appropriate staff and/or outside agencies for intensive interventions designed to increase regular attendance.

*Regulation History:* Formerly Regulation No. 515-1, September 12, 1980 (directory information updated), revised December 1986; revised October 28, 1993; revised August 19, 1997; revised November 3, 2005; revised May 12, 2010.

Absence/Tardy Chart

RECORD	ARRIVES		LEAVES		
	DURING FIRST 2 HOURS OF DAY	MORE THAN 2 HOURS AFTER START OF DAY	MORE THAN 2 HOURS BEFORE END OF DAY	DURING LAST 2 HOURS OF THE DAY	FOR MORE THAN 2 HOURS DURING THE DAY
A.M. ABSENT		X			X
TARDY	X				
P.M. ABSENT			X		X
EARLY DISMISSAL				X	

### Elementary School Absence Codes

CODE	DESCRIPTION	COUNTY_STATUS	STATE_STATUS
1	Theater	EXCUSE	NO SEND
2	Student Government	EXCUSE	NO SEND
3	Religious	EXCUSE	SEND
4	Alternative Educ	EXCUSE	NO SEND
5	Exc-Oth-In Sch	EXCUSE	NO SEND
6	Home/Hosptl Teaching	EXCUSE	NO SEND

## ATTENDANCE

7	Medical Appointment	EXCUSE	SEND
8	Testing	EXCUSE	NO SEND
9	Security	EXCUSE	NO SEND
A	Unex-Oth-Out Sch	UNEXCU	SEND
B	Band	EXCUSE	NO SEND
D	Sick	EXCUSE	SEND
E	Sports	EXCUSE	NO SEND
F	Field Trip	EXCUSE	NO SEND
G	Guidance	EXCUSE	NO SEND
H	Chorus	EXCUSE	NO SEND
I	In-School Suspension	EXCUSE	NO SEND
J	No Auth Transportatn	EXCUSE	SEND
K	State Emergency	EXCUSE	SEND
L	Unex-Oth-In Sch	UNEXCU	NO SEND
N	Health Room	EXCUSE	NO SEND
O	Office	EXCUSE	NO SEND
P	Unex. Parent Appr. Not Travel	UNEXCU	SEND
Q	Death in the Family	EXCUSE	SEND
R	Special Teacher	EXCUSE	NO SEND
S	Out of Sch. Susp.	EXCUSE	SEND
T	Unex. Absent - Travel	UNEXCU	SEND
U	Exc-Oth-Out Sch	EXCUSE	SEND
W	Weather Emergency	EXCUSE	SEND
Y	Court	EXCUSE	SEND
Z	Truant	UNEXCU	SEND

## Middle School Absence Codes

CODE	DESCRIPTION	COUNTY_STATUS	STATE_STATUS
0	Security	EXCUSE	NO SEND
1	Theater	EXCUSE	NO SEND
2	Student Government	EXCUSE	NO SEND
3	Religious	EXCUSE	SEND
4	Alternative Educ	EXCUSE	NO SEND
5	Exc-Oth-In Sch	EXCUSE	NO SEND
6	Home/Hosptl Teaching	EXCUSE	NO SEND
7	Medical Appointment	EXCUSE	SEND
8	Testing	EXCUSE	NO SEND
9	Late Bus	EXCUSE	NO SEND
A	Unex-Oth-Out Sch	UNEXCU	SEND
B	Band	EXCUSE	NO SEND
C	Career Center	EXCUSE	NO SEND
D	Sick	EXCUSE	SEND
E	Sports	EXCUSE	NO SEND
F	Field Trip	EXCUSE	NO SEND
G	Guidance	EXCUSE	NO SEND
H	Chorus	EXCUSE	NO SEND
I	In-School Suspension	EXCUSE	NO SEND
J	No Auth Transportatn	EXCUSE	SEND
K	State Emergency	EXCUSE	SEND
L	Unex-Oth-In Sch	UNEXCU	NO SEND
M	Approved Work	EXCUSE	SEND
N	Health Room	EXCUSE	NO SEND
O	Office	EXCUSE	NO SEND
P	Unex.-Parent Appr.Not Travel	UNEXCU	SEND

## ATTENDANCE

Q	Death in the Family	EXCUSE	SEND
R	Special Teacher	EXCUSE	NO SEND
S	Out of Sch. Susp.	EXCUSE	SEND
T	Unex. Absent - Travel	UNEXCU	SEND
U	Exc-Oth-Out Sch	EXCUSE	SEND
V	College Visit	EXCUSE	SEND
W	Weather Emergency	EXCUSE	SEND
Y	Court	EXCUSE	SEND
Z	Truant	UNEXCU	SEND

## High School Absence Codes

CODE	DESCRIPTION	COUNTY_STATUS	STATE_STATUS
1	Theater	EXCUSE	NO SEND
2	Student Government	EXCUSE	NO SEND
3	Religious	EXCUSE	SEND
4	Alternative Educ	EXCUSE	NO SEND
5	Excused Late	EXCUSE	NO SEND
6	Home/Hosptl Teaching	EXCUSE	NO SEND
7	Medical Appointment	EXCUSE	SEND
8	Testing	EXCUSE	NO SEND
9	Security	EXCUSE	NO SEND
A	Unex. Absent	UNEXCU	SEND
B	Band	EXCUSE	NO SEND
C	Career Center	EXCUSE	NO SEND
D	Sick	EXCUSE	SEND
E	Sports	EXCUSE	NO SEND
F	Field Trip	EXCUSE	NO SEND
G	Guidance	EXCUSE	NO SEND
H	Chorus	EXCUSE	NO SEND
I	In-School Suspension	EXCUSE	NO SEND
J	No Auth Transportatn	EXCUSE	SEND
K	State Emergency	EXCUSE	SEND
L	Unex. Late	UNEXCU	NO SEND
M	Approved Work	EXCUSE	SEND
N	Health Room	EXCUSE	NO SEND
O	Office	EXCUSE	NO SEND
P	Unex.-Parent Appr. Not Travel	UNEXCU	SEND
Q	Death in the Family	EXCUSE	SEND
R	Special Teacher	EXCUSE	NO SEND
S	Out of Sch. Susp.	EXCUSE	SEND
T	Unex. Absent - Travel	UNEXCU	SEND
U	Excused-Other Reason	EXCUSE	SEND
V	College Visit	EXCUSE	SEND
W	Weather Emergency	EXCUSE	SEND
Y	Court	EXCUSE	SEND
Z	Truant	UNEXCU	SEND

**CUSTODIAL AND NON-CUSTODIAL PARENTS**

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Parents are the natural guardians of their children under the law and both parents have equal rights and responsibilities for their children. These rights may be modified as families become separated. Quite often the court awards the custody of the child to one parent who is known as the custodial parent. Sometimes the issue of custody is determined by the parents as part of a written separation agreement which may or may not be a part of a court order.

Both parents still have certain parental rights. The following procedures should provide some clarification.

**Custodial parent**

- This parent is the legal custodian of the child through court order or written agreement.
- The child lives with this parent and is sent to school in the morning from his/her home and is to be returned to this home at the end of the school day.
- Day-to-day communication, correspondence, report cards, and other school-related needs are to be directed to this parent.
- This parent should be notified when the non-custodial parent is seeking school-related information.

**Non-Custodial parent**

- This parent is a natural parent and maintains certain parental rights, even through a separation/divorce has occurred. (A copy of any court order designating restraints on the non-custodial parent should be filed in student's confidential folder when possible.)
- Unless there is a legally binding document that states the non-custodial parent may not receive school related information, the non-custodial parent is entitled to receive copies of report cards, school newsletters, interim reports and other information that pertains to the child's education and which is routinely sent to or available to the parent who has custody. Requests for this information must be made in writing to the principal and should include the non-custodial parent(s) name, address, and type of information desired.
- Courtesies are to be extended and this parent is welcome to visit the school, observe classroom instruction, review student records, and be generally informed about the child's educational progress. (Unless forbidden by court order)

- This parent may not take the child home or away from school without the consent of the custodial parent, preferably given in writing. Written consents are to be filed in the child's cumulative folder
- Court orders or agreements granting "reasonable visitation" do not include visitation during the school day and should not be permitted.

### **Primary Care Parent**

Divorce/separation cases without a formal separation agreement or a court order awarding the child or children to a particular parent (two natural parents). If certain cases such as joint custody present specific and/or unique complications that require assistance, contact the pupil personnel worker

- The pupil personnel worker and the local school principal should determine which of the two parents is providing a home for the child. This parent then becomes identified by the Montgomery County Public School system as being the primary care parent responsible for the general welfare and well being of the child.
- The child arrives at the school from the home of the primary parent in the morning and is to be returned to this same home at the end of the school day.
- The primary care parent should be contacted prior to release of the child to the non-primary parent to advise the primary care parent of the situation and to obtain any additional information regarding recent court orders and/or injunctions affecting parental rights. Students should not be released during the day except for valid reasons such as medical or dental appointments, court proceedings, etc. Requests for release of the student should be made in writing and maintained in the child's cumulative folder.
- Day-to-day communication, correspondence, report cards, and other school-related needs should be directed to the primary care parent. However, the other parent also has the right to receive copies of any documents that the primary care parent receives.

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## MCPS POLICIES AND REGULATIONS WEBSITE

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All MCPS Policies and Regulations are available on the MCPS website. To access the website,

- Go to the MCPS home page at <http://www.mcps.k12.md.us/>
- Click the “For Staff” tab at the top of the page
- On the left hand side of the page, scroll down to Administration and click “Policies”

This will take you to the Policy and Regulation site at

<http://www.mcps.k12.md.us/departments/policy/>

From this site, you can search for policies and regulations by key words or if you know the specific policy or regulation, you can access it through the index.

This website will always have the most current version of all policies and regulations. If you have a hard copy of a policy or regulation, please check the website to make sure it is the most up to date version as policies and regulations are subject to change.

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## MCPS POLICIES AND REGULATIONS REGARDING ENROLLMENT AND RECORDS

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Regulation JEA-RB, *Enrollment of Students*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jearb.pdf>

Regulation JEA-RD, *Enrollment of Homeless Student*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jeard.pdf>

Regulation JEA-RC, *Enrollment and Placement of International and Foreign Students*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jearc.pdf>

Policy JED, *Residency, Tuition, and Enrollment*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jed.pdf>

Regulation JED-RA, *Residency and Tuition*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jedra.pdf>

Regulation JEE-RA, *Transfer of Students*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jeera.pdf>

Policy JEB, *Early Entrance to Prekindergarten, Kindergarten, and First Grade*

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/jeb.pdf>

Regulation JOA-RA, *Student Records*

October 2010

<http://www.montgomeryschoolsmd.org/departments/policy/pdf/joara.pdf>

## MCPS FORMS

A comprehensive list of all MCPS forms and their stock locations is available through the Forms Register.

A significant number of forms are available on the MCPS website in electronic format in Adobe Acrobat Portable Document Format (PDF) on the Web. All forms are interactive fill-in forms and may be printed as regular documents. This service will continue to expand as forms are developed and updated. Please note that the forms can only be accessed using Acrobat Reader 5.0 or higher.

## MCPS FORMS WEBSITE

To access the forms website,

- Go to the MCPS home page at <http://www.mcps.k12.md.us/>
- Click the “For Staff” tab at the top of the page
- On the left hand side of the page, scroll down to Administration and click “Forms”

From this site, you can search for forms by the form number, title, part of the title, or by keywords.

## MCPS FORMS REGISTER

To access the Form Register,

- Go to the MCPS home page at <http://www.mcps.k12.md.us/>
- Click the “For Staff” tab at the top of the page
- On the left hand side of the page, scroll down to Administration and click “Forms”
- On the left hand side of the MCPS Forms webpage, click on “Forms Register”

The Forms Register contains a list of all MCPS forms, provides information on ordering forms, requesting reprints, revising forms, and initiating new forms. The register also provides information on where the form is stocked, if the form is on the web, and the latest revision date.

If you have a hard copy of a form, please check the website to make sure it is the most up to date version as forms are subject to frequent changes.

## OUTLOOK CONFERENCES FOLDERS

To access Outlook Conferences Folders,

- Go to Outlook

- Click on Public Folders, All Public Folders, and Conferences
- Click on Employee Association, you will see under Employee Association, Admin.. Secretaries, Attendance Secretaries, click on each and then right click and add to favorites.

To access Students Records Managements Folder,

- Under Conferences, click on Management Functions
- Then click on Student Records Management , right click and add to favorites

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## MCPS FORMS INVOLVING ENROLLMENT, WITHDRAWALS, AND RECORDS

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Form 560-24, *New Student Information*

<http://www.mcps.k12.md.us/departments/forms/pdf/560-24.pdf>

Form 335-74, *Shared Housing Disclosure*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/335-74.pdf>

Form 560-34, *Documentation of Residency Through Home Visit*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-34.pdf>

Form 334-16, *Informal Kinship Care Status*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/334-16.pdf>

Form 334-17, *Affidavit: Children in Informal Kinship Care*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/334-17.pdf>

Form 560-35, *Enrollment of Child in Maryland State-Supervised Care and Transfer of Educational Records*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-35.pdf>

Form 335-77, *Homeless Status*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/335-77.pdf>

Form 335-77B, *Homeless Student Transportation Action Request*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/335-77B.pdf>

Form 550-2, *Authorization to Request/Release Student Records*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/550-2.pdf>

Form 560-21, *Secondary Student Withdrawal/Clearance*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-21.pdf>

Form 560-20, *Elementary Student Withdrawal/Clearance*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/560-20.pdf>

Form 565-4, *Educational Interview for Student Permanent Withdrawal*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/565-4.pdf>

Request to Withhold Directory Information

<http://www.montgomeryschoolsmd.org/info/studentprivacy/>

Form 226-7, *Student Records Review and Update Verification Certification Statement*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/226-7.pdf>

Form 226-19, *Verification of Enrollment*

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/226-19.pdf>

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## MCPS HELP DESK

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The Help Desk provides technology support including operational and maintenance services, information and assistance. For immediate assistance or emergencies call 301-517-5800 Monday-Friday, 7 am to 5 pm.

The Help Desk website posts manuals for many of the computer applications used by student record keepers.

To access the Help Desk website:

- Go to the MCPS home page at <http://www.mcps.k12.md.us/>
- Click the “For Staff” tab at the top of the page
- In the center of the page under “Technology”, click “Help Desk”
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## HOMELESS GUIDELINES

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- *Guidelines for Identifying and Enrolling Homeless Students* provides detailed information about the *McKinney Vento Homeless Assistance Act* and specific procedures that should be implemented in all school serving homeless students.

To access the Guidelines,

- Go to the MCPS home page at <http://www.mcps.k12.md.us/>
- Click the “For Staff” tab at the top of the page
- On the left hand side of the page, scroll down to Administration and click “Offices and Departments”

- On the left hand side, scroll down to Department of Student Services and click on “Residency and International Admissions”
- From the Residency and International Admissions webpage, click on Homeless Students.

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## MSDE PUBLICATIONS

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- *Student Services Technical Assistance Guide*, produced by the Maryland State Department of Education is a resource for school staff who work with students and families. It provides an overview of various student services issues and applicable legal considerations.

To access the guide,

- Go to the MSDE home page at <http://www.marylandpublicschools.org/msde/>
- Point to the “Division” tab and click on “Student and School Services”
- On the far right hand side, under Branches, click on “Student Services and Alternative Programs”
- On the far right hand side click on “Student Services Technical Assistance Guide”

The guide is posted at <http://www.marylandpublicschools.org/NR/rdonlyres/0700B064-C2B3-41FC-A6CF-D3DAE4969707/10546/TechnicalAssistanceGuide.pdf>

- *The Maryland Student Records System Manual* is produced by the Maryland State Department of Education and incorporated by reference into the Code of Maryland Regulations.

To access the manual,

- Go to the MSDE home page at <http://www.marylandpublicschools.org/msde/>
- Point to the “Division” tab and click on “Student and School Services”
- On the left hand side, , click on “Student and School Services”
- From the Divisions webpage, on the far left hand side scroll down and click on “School Counseling”
- On the School Counseling webpage, the most current version of the manual is posted on the far right hand side.

