

# MEMORANDUM

July 27, 2023

Action Required - ANNUAL



Office of Strategic Initiatives  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

**TO:** All Principals

**FROM:** Stephanie S. Sheron, Chief of Strategic Initiatives

**SUBJECT:** *Annual Notification of Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment and Directory Information*

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## Summary

Each year, Montgomery County Public Schools (MCPS) is required by law to inform parents/guardians of the *Family Educational Right and Privacy Act* (FERPA), P.L. 93-380, and its implementing regulations, as well as their rights under the Protection of Pupil Rights Amendment, 20 U.S.C. 1232h and its implementing regulations 34 C.F.R. Part 98 (PPRA). PPRA requires educational institutions to notify parents/guardians of their rights concerning the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. The PPRA notice for distribution to parents/guardians can be found [online](#) and is available in English, Spanish, French, Chinese, Korean, Vietnamese, Amharic, and Portuguese.

FERPA requires MCPS to give parents/guardians the opportunity to request that directory information be withheld. MCPS Form 281-13, *Annual Notice for Directory information and Student Privacy*, contains the appropriate information and is available [online](#) in English, Spanish, French, Chinese, Korean, Vietnamese, Amharic, and Portuguese.

Parents/guardians may direct the principal not to release any or a specific part of the *directory information* if they return the completed form by **Monday, September 11, 2023**. If parents/guardians choose to change their decision at a later date, they must contact the school directly. Parents/guardians and school staff must understand that if they withhold directory information, the decision affects all lists of or references to students distributed or used outside MCPS, whether prepared by the school, organizations, or any combination of parents, teachers, and students of a school, or central services. The form remains in effect until the end of the school year on **Friday, June 28, 2024**.

## Actions Required

- Review [MCPS Regulation JOA-RA, Student Records](#), the PPRA notice, and MCPS Form 281-13, with the leadership team in your school. Send the PPRA notice and MCPS Form 281-13 home to parents/guardians before or during the first week of school with a return date of **Monday, September 11, 2023**.
- Each school must enter the information contained in the returned responses on MCPS Form 281-13 on the student's "Request to Withhold Directory Information" screen into Synergy by **Friday, September 29, 2023**. Please maintain a file of all FERPA forms (MCPS Form 281-13) received from parents/guardians for the current school year.
- Schools should provide a copy of the PPRA notice and MCPS Form 281-13 to parents/guardians of new students who enroll after the notice and form have been distributed. These responses should be entered into Synergy at the time they are received.
- Students for whom no directory information is to be released should not appear on any school lists, athletic programs, directories of organizations, or any combination of parents/guardians, teachers, and students of a school, or other school publications that are distributed/available to the public.

## Questions

If you have any questions, please contact Mrs. Kari V. Lantos, supervisor of records management, Department of Shared Accountability, via [email](#) or at 240-740-5270.

Approved by: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read 'Dr. Patrick K. Murphy'.

Dr. Patrick K. Murphy, Deputy Superintendent