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**ACTION DUE BY: September 9, 2011  
October 14, 2011**

Office of the Deputy Superintendent of Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

July 5, 2011

MEMORANDUM

To: All Principals

From: Frieda K. Lacey, Deputy Superintendent of Schools 

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

Please be advised that there is an important **new process**, detailed under *Action* items, for entering information contained in returned response forms.

**Summary**

- Each year we are required by law to inform parents of the *Family Educational Rights and Privacy Act, P.L. 93-380* (FERPA), as well as their rights under the *Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h; 34 CFR Part 98* (PPRA).
- PPRA requires educational institutions to notify parents and eligible students of their rights concerning the district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Attachment A is the PPRA notice for distribution to parents.
- A section of FERPA requires Montgomery County Public Schools (MCPS) to give parents and eligible students the opportunity to request that *directory information* be withheld.
- The definition of *directory information* is based on categories suggested by the federal government and includes the student's name, address, and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; degrees and awards received (including honor roll); most recent school attended; dates of attendance; photograph or other likeness; the weight and height of members of athletic teams; and other similar information.

- Parents and eligible students may direct the principal not to release any or a specific part of this *directory information* if they act by September 9, 2011, by returning the signed notice to the school (Attachment B).
- Parents 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, the Parent Teacher Association (PTA), central services, or other school organizations.

### Action

The following actions by principals are needed to ensure that MCPS carries out the intent of FERPA and Maryland law.

- Please send the PPRA notice (Attachment A) and FERPA form (Attachment B) home to parents during the first week of school with a return date of **September 9, 2011**. Spanish, Vietnamese, French, Korean, and Chinese translations are available on the MCPS website at <http://www.montgomeryschoolsmd.org/info/studentprivacy/> or upon request from Mrs. Sona J. Davis, data systems operator, Department of Policy, Records, and Reporting (DPRR), at 301-279-3211.
- **NEW PROCESS:** Each school must enter into the Online Administrative Student Information System (OASIS) the information contained in returned responses by **October 14, 2011**. Please maintain a file of all FERPA forms (Attachment B) received from parents for the current school year. Further information regarding this process will be forthcoming.
- Schools should provide a copy of the PPRA notice and the FERPA form to parents of new students who enroll after the notice and form have been distributed. These responses should be entered into OASIS 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, PTA directories, or other school publications that are distributed/available to the public.
- Requests for *directory information* and/or names, addresses, and phone numbers of students by the PTA or other organizations of parents, teachers, and students can be completed after September 9, 2011. Principals must verify, before release, that the lists only include students whose names, addresses, and phone numbers can be released. Receiving organizations should be advised that the information provided is for the sole use of that organization.
- All requests from outside individuals, groups, or agencies for students' *directory information* and/or names and addresses must be made to DPRR. *Directory information* for students who

have requested that no information be released will be removed before distribution. Home addresses and phone numbers will be provided only to organizations of any combination of parents, teachers, and students of a school; a force of the military; a Maryland community college; or the Maryland Higher Education Commission, if the parent has not requested that the information be withheld.

- Other requests for information, research, and/or data acquisition activities should be directed to the Office of Shared Accountability. These requests are subject to approval under MCPS Regulations, AFA-RA, *Conducting Research in the Montgomery County Public Schools*, or EHC-RA, *Clearance of Data Acquisition Activities*.

### Questions

- If you have any questions, please contact Mrs. Stephanie P. Williams, director, DPRR, at 301-517-5062.

Thank you for your cooperation.

FKL:sp

Attachments

Copy to:

Executive Staff  
Mrs. Collins  
Mrs. Davis  
Ms. Lake-Parcan  
Mrs. Langford-Brown  
School Administrative Secretaries  
Dr. Steinberg  
Mrs. S. Williams  
Dr. Mugge