



FLES Program Office
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MEMORANDUM

TO: PTA Presidents/FLES Coordinators
FROM: Kirsten Rhodes, MCCPTA-EPI FLES Program Director
DATE: August 29, 2007
SUBJECT: Modifications to CUPF/ICB “room reservation” procedure for 2007-2008 school year

Last spring, MCPS personnel were informed about an overall modification to the existing CUPF/ICB policy concerning administrative bookings for extracurricular programs. **This shift in policy does affect the procedure for reserving rooms for the FLES program this year.**

The ICB staff member specifically assigned to your school is now working closely with your school’s administrative personnel to clarify the process. Both FLES Coordinators and school staff should now be aware of the following process for “reserving” rooms for the FLES program, before or after school, as specified by the ICB:

Schools are no longer required to complete an on-line administrative booking for FLES through the ICB.

As of this year, FLES coordinators will now work informally with school staff to identify suitable classrooms for the classes, according to the FLES schedule. Later in the fall, FLES will send the ICB all the final arrangements including dates and room assignments, which will be entered by CUPF/ICB staff. Dates for the entire program year will also be forwarded to the schools and coordinators.