

Office of School Performance  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

June 25, 2009

MEMORANDUM

To: All Principals  
From: Community Superintendents  
Subject: Request for Information

If you have not done so already, please complete the form below and return it to OSP by **July 12, 2009**.

---

**School Name:** \_\_\_\_\_ **Housed at (if different):** \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Birthdate (year not needed): \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

If I'm out of the building, please contact me (check one):  BB: \_\_\_\_\_  Cell: \_\_\_\_\_

School Hours: \_\_\_\_\_ Hours the phones are answered: \_\_\_\_\_

Secretary: \_\_\_\_\_ School Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Private Line: \_\_\_\_\_ Nextel Phone: \_\_\_\_\_ Crisis Phone: \_\_\_\_\_

**Asst. Prin.:** \_\_\_\_\_ Direct Line: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Asst. Prin.:** \_\_\_\_\_ Direct Line: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Asst. Prin.:** \_\_\_\_\_ Direct Line: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Asst. Prin.:** \_\_\_\_\_ Direct Line: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**ASA:** \_\_\_\_\_ Direct Line: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Acting Principal/ Teacher in Charge** (when principal is out of the building): \_\_\_\_\_

Position: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Cluster Coordinator(s):** \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**PTSA President(s):** \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**PTSA VP:** \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**NAACP Representative:** \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_