

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 14  
Series 2021-2022

October 1, 2021

Chief School Management and Instructional Leadership Officer

School-Based Administrator Request Process

To: All Staff

From: Anissa Dennis, Chief School Management and Instructional Leadership Officer

This communication is to establish a process by which requests are made by our school-based administrators. Our school-based administrators have the charge to oversee every aspect of their schools (from the physical facility to parent, staff, and student relations) while at the same time being instructional leaders. In order for them to accomplish their tasks, time in their buildings is of the utmost importance.

Therefore, **please ensure that any request for a school-based administrator to leave his/her building for a meeting is approved by the appropriate Community Superintendent. Also, requests that require all principals to gather information for a division or department must be approved by the Chief School Management and Instructional Leadership Officer.**

Thank you for your attention to this matter.

AD/cf