

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

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Chief Communication, Community and Workforce Engagement Officer

Update on Central Office Business Hours

To: All Staff

From: Jahantab Siddiqui, Chief Communication, Community and Workforce Engagement Officer

Business hours for the Department of Education, 10910 Clarksville Pike, are 8:30 a.m. through 4:30 p.m., Monday through Friday. These hours are posted on the main public entrance door and on the automated voice mail for the front desk and Public Information phone lines.

The front desk is staffed during these hours. Outside of these hours, a phone and list of frequently called office numbers are placed in the front lobby for visitors' convenience outside of building hours.

If you schedule a meeting or expect visitors at Central Office, please communicate proactively with your visitor regarding whom they should contact upon arrival. This is especially important if your appointment is before or after business hours.

Individual departments or offices may keep different hours depending on when support is needed (for example, some curricular office or SMIL hours may align with school hours). If your office is not staffed throughout the HCPSS normal business hours, please ensure your voicemail greeting includes that information, so callers are aware that they may not receive a response until the next business day.

Please direct any questions or concerns to your immediate supervisor.

JS/jf