

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

Circular No. 16
Series 2015-2016

August 20, 2015

Deputy Superintendent

School-Based Administrator Request Process

TO: All Staff

FROM: Linda T. Wise
Deputy Superintendent

This communication is to establish a process by which requests are made of 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 Administrative Director. Also, requests that require all principals to gather information for a division or department must be approved by Frank V. Eastham, Jr. Executive Director, School Improvement and Administration.**

Thank you for your attention to this matter.

LTW/tff