

INFORMATION

Office of the Deputy Superintendent
Information and Organizational Systems
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 31, 2006

MEMORANDUM

To: High School Principals

From: John Q. Porter, Deputy Superintendent
for Information and Organizational Systems 

Subject: Procedure for the Administration and Release of Information for the
Armed Services Vocational Aptitude Battery

This is to provide you with information regarding the Armed Services Vocational Aptitude Battery (ASVAB) offered to Montgomery County Public Schools (MCPS) high school students. The ASVAB is a test of multiple aptitudes administered by the Department of Defense to both high school and postsecondary school students.

Schools have eight options regarding the administration and release of ASVAB information. These options range from Option 1, which permits test results and other student information to be released to military recruiters without prior consent, to Option 8, which requires active consent to release the ASVAB test results and other student information.

Ensuring student privacy, as well as parental notification and consent, are of the utmost importance to MCPS. Therefore, beginning with the 2006-2007 school year, each MCPS high school should select Option 8 for the ASVAB test administration. Selecting Option B ensures that student information is not provided universally and is released only upon active consent.

JQP:csa

Copy to:

Dr. Lacey, Mr. Kress, Mr. Bedford, Dr. Wright, Community Superintendents, Career Center Information Counselors, Mrs. Carlson, Directors of School Performance, High School Resource Counselors, Ms. Steinberg, Mr. Weaver, Mr. Zagami, Dr. Newman