



Lillian M. Lowery, Ed.D.  
State Superintendent of Schools

200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0100 • 410-333-6442 TTY/TDD

## MEMORANDUM

**TO:** Chief Officer of the Legal Authority

**FROM:** Joann Ericson, Chief, Certification Branch *JE*  
Sarah Spross, Chief, Nonpublic School Approval Branch *SS*

**DATE:** June 6, 2014

**RE:** Discontinuation of the Division of Educator Effectiveness Staff Roster Form

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As you may recall, the Division of Educator Effectiveness initiated the use of the Staff Roster form during the 2011-2012 school year. The purpose of this form was to update the Educator Information Services (EIS) system and to assist in the onsite monitoring visit process.

Based on your feedback and our review, we have determined that **effective immediately**, the Nonpublic Schools will no longer be required to submit this form to the Division of Educator Effectiveness. Please note, in preparation of an upcoming onsite monitoring visit, nonpublic schools will be required to submit staff information as requested in the onsite monitoring letter.

If you have any question, please do not hesitate to contact your nonpublic school Approval Specialist.

C: Cynthia Amirault  
Kris Angelis  
Alex Cambra  
Dorie Flynn  
Jean Satterfield  
Denise Scott  
April Wade