Posting Homeroom Class List

There are several ways to publish/distribute homeroom class list electronically.

1. Use School Messenger and email list by homerooms (elementary).
2. Post on the Internet. *We changed the guidelines in InfoSnap this year to allow parents to check if an individual student's full name could be published on the Internet. The intent was not to publish all students, by homeroom, by school. After discussion with Dr. Barlow and members of the Data Governance Committee, it was determined that MB Schools SHOULD NOT post full student names when posting class rosters on the web.* ***Use first name, last initial only.***
3. For fall 2016, such list posted on the web will require parents to login using their INow login and passwords.

Remember…

Mountain Brook School make every attempt to protect the personal information of our students and parents. It is the local school's responsibility to track parents that "OPT OUT" of the FERPA Agreement. If a parent has opted out of FERPA then the student name cannot be published ANYWHERE.

If you have a parent that chooses to OPT OUT during the school year, please notify Judy Vatella at vatellaj@mtnbrook.k12.al.us so that we can update our records as well.

Sharing Information with PTO Representatives

Mountain Brook Schools Parent Teacher Organizations (PTO) provide many functions to assist each school's teachers, students, and administrators. From time to time, the school will provide Directory "type" information (as defined in the MBS Data Governance Policy) for this purpose. This information should ONLY be used by these representatives for the intended purpose as approved by the individual school principal.

The information collected by the PTO for school directories should ONLY be used for that purpose. All other information needed by the PTO to perform functions for the schools should go through the Data Governance process and list the purpose for the data. Multiple purposes may be listed on the form. Once the approved use(s) is complete, the data should be destroyed. PTO representatives receiving the data should sign a district approved Data Confidentiality form stating thus.

Sample information used by PTO Representatives may include but is not limited to the following:

- Student Name
- Gender
- Address
- Telephone Listing
- Grade Level
- At the elementary/secondary school level, the parents' names and email addresses may also be considered "directory information." During the online data verification process in April, parents enter email addresses. This is not required information and is voluntarily provided by the parent.

In accordance with the MBS Data Governance Policy, all data exports should be requested by the principal of the school or his/her designee on behalf of the PTO representative. These exports should be performed at the district level unless it is marked otherwise when reviewed and approved by the Data Governance Committee. To request a data export, please complete the online form at
https://mountainbrookschools.formstack.com/forms/request_for_data_export