

Long-range Educational Facilities Planning Policy (FAA)
Long-range Educational Facilities Planning Regulation (FAA-RA)
MD State PSCP Administrative Regulations

GUIDES

INPUT

- Room Use Surveys and school floor plans
- Special Education Master Plan
- Future capital projects
- School staffing plans

**MCPS Program
Capacity Calculation
Process**

OUTPUT

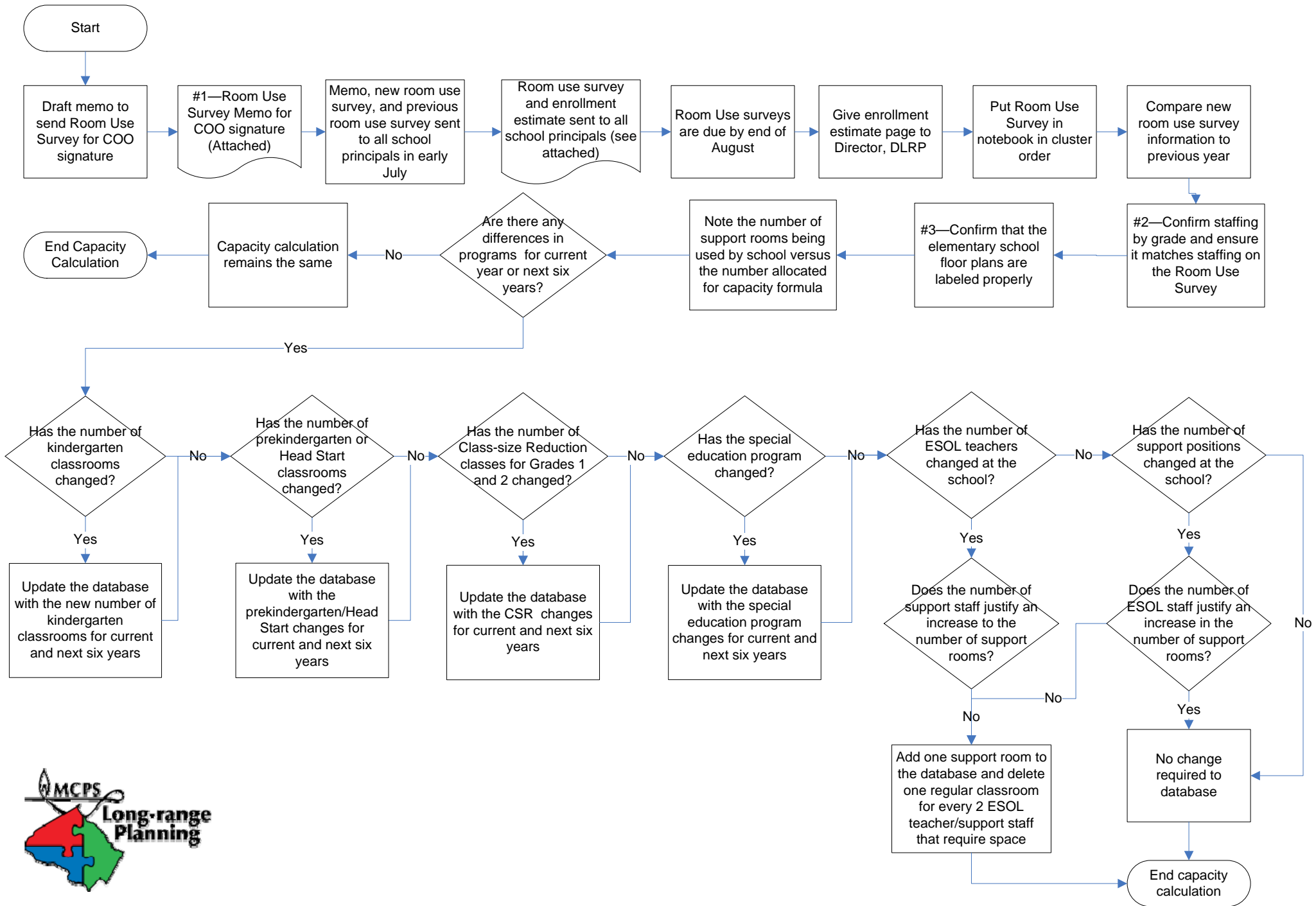
- School capacities for current school year and six-year planning period

ENABLERS

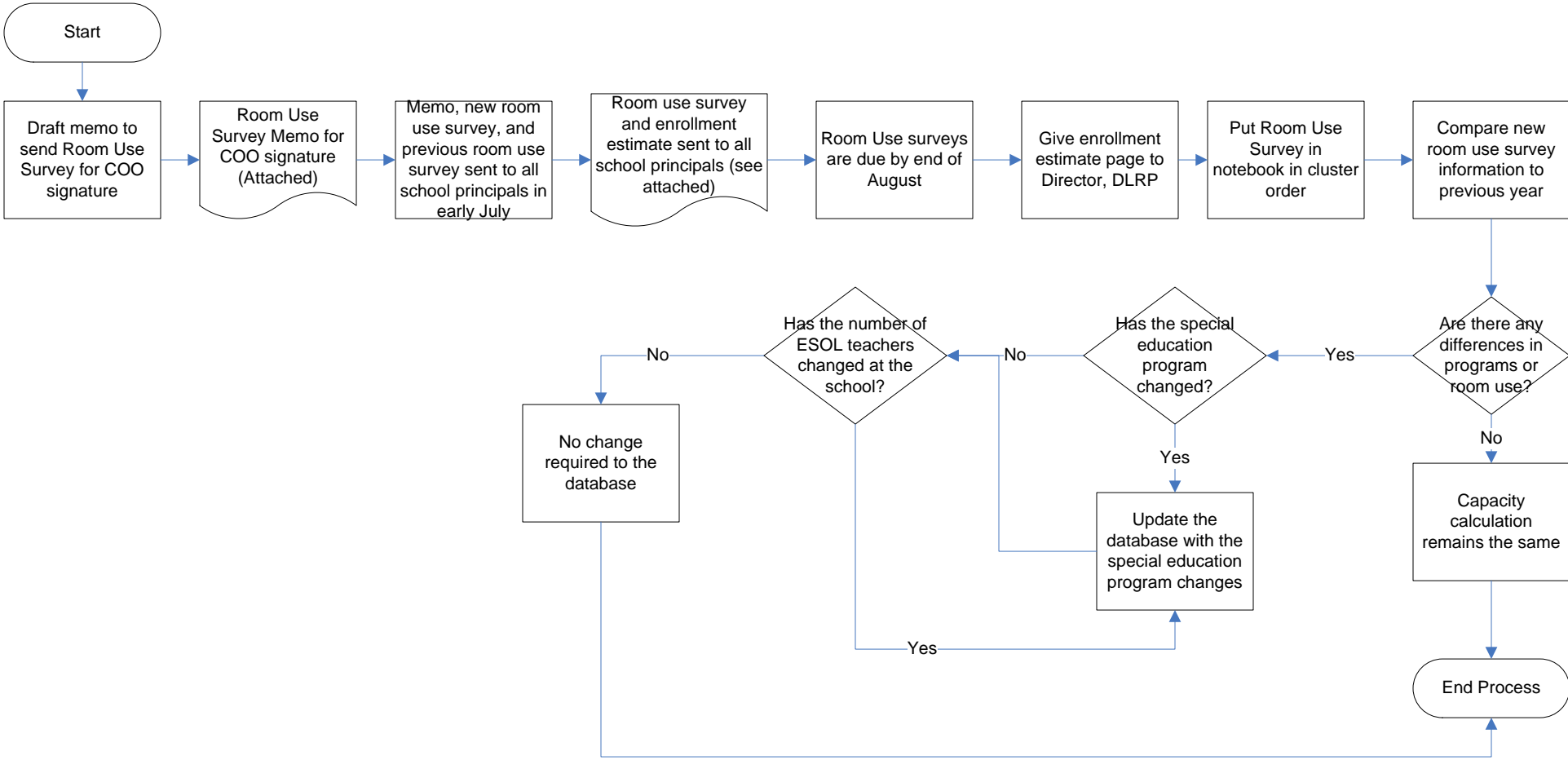
Division of Long-range Planning Staff
Department of Special Education Services
School Principals/Staff
Office of the Chief Operating Officer



Elementary School Program Capacity Calculation Process



Secondary School Program Capacity Calculation Process



MCPS Program Capacity Calculation Process

| Step | Activity |
|------|--|
| #1 | Room Use Surveys request the following information: <ul style="list-style-type: none">a. Elementary Schools Room Use<ul style="list-style-type: none">• How many classes per grade• ESOL, prekindergarten, Head Start, and Special Education allocationb. High School Room Use Survey<ul style="list-style-type: none">• Number of regular classrooms• Number and type of specialty classrooms/laboratories |
| #2 | Staffing is provided by the Office of Chief Operating Officer, Executive Director |
| #3 | Ensure that the elementary floor plans identify the purpose of each full-size classroom. If the floor plan is not labeled, contact the principal for the information. Note the number of support rooms that the school is using vs. the number allocated for the capacity formula. Note any rooms that reported as “unused.” |
| | For completed projects, the planner visits the site to confirm the number of classrooms in the project. |
| | When updating the database, any changes in the room use should be noted in the notes section for publication in the Effects Tables in the Capital Improvements Program (CIP). |