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

Start

Draft memo to send Room Use Survey for COO signature

#1—Room Use Survey Memo for COO signature (Attached)

Memo, new room use survey, and previous room use survey sent to all school principals in early July

Room use survey and enrollment estimate sent to all school principals (see attached)

Room Use surveys are due by end of August

Give enrollment estimate page to Director, DLRP

Put Room Use Survey in notebook in cluster order

Compare new room use survey information to previous year

Has the number of kindergarten classrooms changed?

Yes

Update the database with the new number of kindergarten classrooms for current and next six years

No

Has the number of prekindergarten or Head Start classrooms changed?

Yes

Update the database with the prekindergarten/Head Start changes for current and next six years

No

Has the number of Class-size Reduction classes for Grades 1 and 2 changed?

Yes

Update the database with the CSR changes for current and next six years

No

Has the special education program changed?

Yes

Update the database with the special education program changes for current and next six years

No

Has the number of ESOL teachers changed at the school?

Yes

Does the number of support staff justify an increase in the number of support rooms?

Yes

Add one support room to the database and delete one regular classroom for every 2 ESOL teacher/support staff that require space

No

No change required to database

Has the number of support positions changed at the school?

Yes

No

Has the number of support positions changed at the school?

No

End capacity calculation

Capacity calculation remains the same

Are there any differences in programs for current year or next six years?

No

Note the number of support rooms being used by school versus the number allocated for capacity formula

Yes

#3—Confirm that the elementary school floor plans are labeled properly

#2—Confirm staffing by grade and ensure it matches staffing on the Room Use Survey

End Capacity Calculation

Has the number of prekindergarten or Head Start classrooms changed?

Has the number of Class-size Reduction classes for Grades 1 and 2 changed?

Has the special education program changed?

Has the number of ESOL teachers changed at the school?

Update the database with the special education program changes for current and next six years

Update the database with the CSR changes for current and next six years

Update the database with the prekindergarten/Head Start changes for current and next six years

Note the number of support rooms being used by school versus the number allocated for capacity formula

Does the number of support staff justify an increase in the number of support rooms?

No change required to database

End capacity calculation

Does the number of support staff justify an increase in the number of support rooms?

No

Yes

Add one support room to the database and delete one regular classroom for every 2 ESOL teacher/support staff that require space

End capacity calculation
Draft memo to send Room Use Survey for COO signature

Room Use Survey Memo for COO signature (Attached)

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Give enrollment estimate page to Director, DLRP

Put Room Use Survey in notebook in cluster order

Compare new room use survey information to previous year

Has the number of ESOL teachers changed at the school?

No change required to the database

Has the special education program changed?

Yes

Update the database with the special education program changes

No

Capacity calculation remains the same

End Process

Are there any differences in programs or room use?
## MCPS Program Capacity Calculation Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
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| #1   | Room Use Surveys request the following information:  
  a. Elementary Schools Room Use  
     - How many classes per grade  
     - ESOL, prekindergarten, Head Start, and Special Education allocation  
  b. High School Room Use Survey  
     - 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). |