

McLean High School Band CHARMS

Registration

McLean Band uses an on-line system called CharmsOffice www.charmsoffice.com to communicate with parents and students and to manage our band activities.

To make sure that you receive important band related information for the next school year and to kick off your student's record in charms, please email the following information to

✓ [REDACTED] (preferred method) or turn this form into Ms. Denson.

First and Last Name of the Student

Preferred Parent Email Address

Student Email Address

✓ FCPS Student ID

Instrument Student Plays or Color Guard

Current Grade

Student Cell Phone

You will be receiving further information once we have added your student's record.

3. Received December 3, 2015 – McLean HS Charms registration

As noted on the attached Charms registration form in the McLean Band packet, the student ID's were requested. This form was to be submitted to somebody whose email/name is redacted. This was the "preferred method". Volunteers are not allowed access to student ID's (this is clearly stipulated in your Guidelines), so this should be the name/email of a staff member, which does not meet the criteria for redaction. These FERPA-protected numbers were passed to somebody and this is not a secret.

Pursuant to the Virginia FOIA, I would like to see an unredacted copy of this form, please.

Per the MOA guidelines (page 7), Booster volunteers have access to Charms. The redacted form you received refers to the name of a FCPS student other than your own. The form cannot be provided unredacted as it would identify a student. This is exempt from disclosure obligations provided by Va. Code §2.2-3705.(1). Additionally, the form you provided to us is out of date; an updated form is on the accompanying CD.