



Nancy S. Grasmick
State Superintendent of Schools

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

TO: Members of the Maryland State Board of Education

FROM: Nancy S. Grasmick *Nancy*

DATE: June 21, 2011

SUBJECT: Revisions to the Maryland Student Records System Manual
COMAR 13A.08.02.01 (AMEND)
COMAR 13A.08.01.01E (AMEND)
COMAR 13A.02.06.02B(9) (AMEND)
Student Records
PERMISSION TO PUBLISH

PURPOSE:

- To review proposed revisions to the Maryland Student Records System Manual (MSRSM) (ATTACHMENT I), which is incorporated by reference with the regulations of the Maryland State Board of Education [Code of Maryland Regulations (COMAR) 13A.08.02.01]. The proposed revisions are presented as the result of the movement toward electronic data collection and record keeping, the State Assigned Student Identifier, changes to the Discipline section, and other revisions that will create a more viable document.
- The proposed amendments to COMAR 13A.08.02.01, COMAR 13A.08.01.01.E, and COMAR 13A.02.06.02B(9) that update references to the MSRSM (ATTACHMENT II).

BACKGROUND/HISTORICAL PERSPECTIVE:

The MSRSM was last revised in May, 2008. Since that time, statutory changes and local school system needs have created a need to update the Manual.

EXECUTIVE SUMMARY:

Changes in the Manual are proposed as a result of the change in data collection practices and the move toward electronic record collection, the expansion of the State Assigned Student Identifier, changes in the collection of discipline data required by the United States Department of Education, the need to bring consistency to withdrawals, entries and attendance data. Additional technical changes were also made to improve the usability of the Manual.

FISCAL IMPACT:

The proposed action has no economic impact.

ACTION:

1. We request permission to publish the proposed technical changes to the MSRSM.
2. We request permission to publish the proposed amendments to COMAR 13A.08.02.01, COMAR 13A.08.01.01E, and COMAR 13A.02.06.02B(9) in accordance with the following timeline:

Maryland Register Issue Date	August 26, 2011
30-Day Open Comment Period Ends	September 26, 2011
Adoption	October 25-26, 2011
Publication of Notice of Final Action	November 18, 2011
Effective Date of Regulation	November 28, 2011

Attachments

13A.08.02.01 (5/4/11)

.01 Incorporation by Reference.

A system of information on enrollment, attendance, and promotion of students shall be maintained in accordance with the regulations of the State Board of Education and the Maryland Student Records System Manual [(2008)] 2011, which is incorporated by reference.

13A.08.01.01 (5/4/11)

.01 Attendance.

A.—D.(text unchanged)

E. Daily Attendance Record. A record of the daily attendance of each student shall be kept in accordance with regulations of the State Board of Education and the Maryland Student Records System Manual [(2008)] 2011, which is incorporated by reference in COMAR 13A.08.02.01.

13A.02.06.02 (5/4/11)

.02 Definitions.

A. (text unchanged)

B. Terms Defined.

(1)—(8) (text unchanged)

(9) "Documented retention and dropout prevention interventions" means documented actions taken by the local school system to keep the student in school, examples of which are specified in the Maryland Student Records System Manual [(2008)] 2011, incorporated by reference in COMAR 13A.08.02.01.

(10)—(16) (text unchanged)

IMPACT STATEMENTS

Part A

(check one option)

Estimate of Economic Impact

The proposed action has no economic impact.

or

The proposed action has an economic impact. Complete the following form in its entirety.

I. Summary of Economic Impact.

II. Types of Economic Impacts.

Revenue (R+/R-)

Expenditure (E+/E-) Magnitude

A. On issuing agency:

B. On other State agencies:

C. On local governments:

Benefit (+)

Cost (-) Magnitude

D. On regulated industries or trade groups:

E. On other industries or trade groups:

F. Direct and indirect effects on public:

III. Assumptions. (Identified by Impact Letter and Number from Section II.)

Part B
(check one option)

Economic Impact on Small Businesses

The proposed action has minimal or no economic impact on small businesses.

or

The proposed action has a meaningful economic impact on small businesses. An analysis of this economic impact follows.

Impact on Individuals with Disabilities
(Check one option)

The proposed action has no impact on individuals with disabilities.

or

The proposed action has an impact on individuals with disabilities as follows:

Part C

(For legislative use only; not for publication.)

- A. Fiscal Year in which regulations will become effective: **FY2011**
- B. Does the budget for fiscal year in which regulations become effective contain funds to implement the regulations?
- Yes No
- C. If "yes," state whether general, special (exact name), or federal funds will be used:
- D. If "no," identify the source(s) of funds necessary for implementation of these regulations:
NONE
- E. If these regulations have no economic impact under Part A, indicate reason briefly:
The Student Records System Manual (SRS) has been in effect since 1994, and is only being updated. Local school systems (LSSs) have existing policies and procedures in place to implement the SRS. Additionally, the SRS will be available to LSSs and local school through the Maryland State Department of Education web site.
- r. If these regulations have minimal or no economic impact on small businesses under Part B, indicate the reason and attach small business worksheet.
a. This regulation impacts LSSs, local schools and the students and their families only.

Comparison to Federal Standards

(Check one option)

There is no corresponding federal standard to this proposed regulation.

or

There is a corresponding federal standard to this proposed regulation. Please give corresponding federal standard and if the regulation is not more restrictive or stringent give justification.

or

In compliance with Executive Order 01.01.1996.03, this proposed regulation is more restrictive or stringent than corresponding federal standards as follows:

- (1) Regulation citation and manner in which it is more restrictive than the applicable federal standard:
- (2) Benefit to the public health, safety or welfare, or the environment:
- (3) Analysis of additional burden or cost on the regulated person:
- (4) Justification for the need for more restrictive standards: