



Lillian M. Lowery, Ed.D.
State Superintendent of Schools

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TO: Members of the Maryland State Board of Education
FROM: Lillian M. Lowery, Ed.D. *Lillian M. Lowery*
DATE: August 25, 2015
SUBJECT: Revision to the Maryland Student Records System Manual 2016
COMAR 13A.08.02.01 (AMEND)
COMAR 13A.08.01.01E (AMEND)
COMAR 13A.02.06.02B (AMEND)
PERMISSION TO REPROPOSE

PURPOSE:

To obtain permission to re-propose revisions to *The Maryland Student Records System Manual* (MSRSM) 2016, which are incorporated by reference in COMAR 13A.08.02.01, COMAR 13A.08.01.01E, COMAR 13A.02.06.02B (9). The proposed amendments to COMAR that update references to the MSRSM are attached (**ATTACHMENT I**).

HISTORICAL BACKGROUND AND PURPOSE:

The MSRSM provides direction and guidance for completing and maintaining an accurate history of the performance of a student during their years of school attendance. The most recent revision of the Maryland Student Records System Manual was in 2011. Subsequently, statutory and regulatory guidance has been issued revising how schools must provide for systems of enrollment, attendance, and promotion. These systems are delineated in the manual and it becomes a working tool for school personnel and for those providing technical assistance for new employees being trained in the processes for maintaining student records. The purpose of this presentation is to review proposed revisions to the MSRSM 2011, which are incorporated by reference into State Board of Education regulations at COMAR 13A.08.02.01.

During 2014, stakeholder workgroups reviewed, updated, and provided substantive guidance forming the revisions of the MSRSM. Members of the workgroups included representatives from Local Education Agencies (LEAs) as well as staff from four Divisions within MSDE: Division of Curriculum, Assessment and Accountability; Division of Student, Family, and School Support; Division of Special Education/Early Intervention Services; and Early Childhood Development. In addition, the MSRSM was circulated to all divisions for review and comment.

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There are four main categories of changes and updates which affect the MSRSM: updated language to improve clarity for LEAs in gathering data; updated language to align with amended policy and/or regulations; reflect changes in procedures at MSDE; and remove redundant statements. Significant revisions reflect changes in the Maryland Guidelines for a State Code of Discipline (July 22, 2014).

EXECUTIVE SUMMARY:

At the May 2015 Maryland State Board of Education Meeting, permission was granted to publish the *Maryland Student Records System Manual* (MSRSM) 2016 (Attachment I), which are incorporated by reference in COMAR 13A.08.02.01, COMAR 13A.08.01.01E, COMAR 13A.02.06.02B (9). Opportunities for public comment were provided through publication of the proposed amended regulation in the Maryland Register, Volume 42, Issue 14, Friday, July 10, 2015 (**ATTACHMENT II**). Comments from several LEAs, Advocates for Children and Youth and the Maryland Disability Law Center were received suggesting clarifying revision. After thorough review of comments, the MSRSM has been revised. The revisions make it necessary to republish the proposed regulations for public comment.

ACTION:

Request permission to re-propose amendments to COMAR 13A.08.02.01, 13A.08.01.01E and 13A.02.06.02B(9) to incorporate by reference the **Maryland Student Records System Manual 2016**.

LML:JM

Attachments

Maryland Student Records System Manual
www.marylandpublicschools.org/MSDE/newsroom/publications

PROPOSED ACTION ON REGULATIONS

Title 13A STATE BOARD OF EDUCATION

Notice of Proposed Action [15-186-P-1]

The Maryland State Board of Education proposes to amend :

- (1) Regulation .02 under COMAR 13A.02.06 General Financial Aid to Local School Systems;
- (2) Regulation .01 under COMAR 13A.08.01 General Regulations; and
- (3) Regulation .01 under COMAR 13A.08.02 Student Records.

This action was considered at the May 19, 2015 meeting of the Maryland State Board of Education.

Statement of Purpose

The purpose of this action is to update the incorporation by reference of the Maryland Student Records System Manual.

Comparison to Federal Standards

There is no corresponding federal standard to this proposed action.

Estimate of Economic Impact

The proposed action has no economic impact.

Economic Impact on Small Businesses

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

Impact on Individuals with Disabilities

The proposed action has no impact on individuals with disabilities.

Opportunity for Public Comment

Comments may be sent to John T. McGinnis, Pupil Personnel and School Social Worker Specialist, Division of Student, Family and School Support, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201, or call 410-767-0295(TTY 410-333-6442), or email to john.mcginis@maryland.gov, or fax to 410-333-8148. Comments will be accepted through August 10, 2015. A public hearing has not been scheduled.

Open Meeting

Final action on the proposal will be considered by the Maryland State Board of Education during a public meeting to be held on August 25, 2015, 9 a.m., at 200 West Baltimore Street, Baltimore, Maryland 21201.

Editor's Note on Incorporation by Reference

Pursuant to State Government Article, §7-207, Annotated Code of Maryland, the Maryland Student Records System Manual 2016 has been declared a document generally available to the public and appropriate for incorporation by reference. For this reason, it will not be printed in the Maryland Register or the Code of Maryland Regulations (COMAR). Copies of this document are filed in special public depositories located throughout the State. A list of these depositories was published in 42:1 Md. R. 9 (January 9, 2015), and is available online at www.dsd.state.md.us. The document may also be inspected at the office of the Division of State Documents, 16 Francis Street, Annapolis, Maryland 21401.

Subtitle 02 LOCAL SCHOOL ADMINISTRATION

13A.02.06 General Financial Aid to Local School Systems

Authority: Education Article, §2-205, Annotated Code of Maryland

.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 (2011), incorporated by reference in COMAR 13A.08.02.01].

(10)—(16) (text unchanged)

Subtitle 08 STUDENTS

13A.08.01 General Regulations

Authority: Education Article, §§2-205, Annotated Code of Maryland

.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 [(2011)] 2016, which is incorporated by reference in COMAR 13A.08.02.01.

13A.08.02 Student Records

Authority: Education Article, §2-205(c), Annotated Code of Maryland

.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 [(2011)] 2016, which is incorporated by reference.

LILLIAN M. LOWERY, Ed.D.
State Superintendent of Schools

Subtitle 12 CERTIFICATION

13A.12.01 General Provisions

Authority: Education Article, §§2-205, 2-303(g), and 6-701—6-705; Family Law Article, §10-119.3; Annotated Code of Maryland

Notice of Proposed Action

[15-192-P]

The Professional Standards and Teacher Education Board proposes to amend Regulations .01—14 under COMAR 13A.12.01 General. At this time, the proposal published in 41:11 Md. R. 624—631 (May 30, 2014) is being withdrawn. This action was considered during the Professional Standards and Teacher Education Board meeting on February 5, 2015.

Statement of Purpose

The purpose of this action is to establish a clear distinction between certificates and licenses. Certificates are issued to individuals employed in entities where they are required by regulation to hold a certificate. Licenses are issued to other