MARYLAND STATE DEPARTMENT OF EDUCATION
Preparing World-Class Students

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Interim State Superintendent of Schools

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TO: Members of the Maryland State Board of Education

FROM: Bernard J. Sadusky, Ed.D.

DATE: December 6, 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
ADOPTION

PURPOSE:

To request adoption of:

- The proposed revisions to the Maryland Student Records System Manual (MSRSM), which is incorporated by reference in 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, the need for consistency among local school systems in Maryland, 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).

HISTORICAL BACKGROUND:

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. Prior to 2008, the Manual had been revised approximately 6 times between 1994 and 2008. The Maryland Student Records System Manual mandates the data collection practices of students' records. As laws and regulations governing data elements change, there is a need to reflect those changes in the Manual.

EXECUTIVE SUMMARY:

On June 21, 2011 and again on July 19, 2011 the Maryland Student Records Manual was brought before the Maryland State Board of Education requesting Permission to Publish. The collaborative efforts of the Division of Accountability, Assessment and Data Systems and the

Division of Student, Family and School Support have created a document under COMAR COMAR 13A.08.02.01 that will:

- Bring more consistency to the data collection practices by local school systems
- Assist in moving data collection forward electronically
- Incorporate current statutes

During the month of October regional trainings were conducted for 24 local school systems and over 300 school system personnel.

Opportunities for comments were provided. No comments were received.

ACTION:

Request adoption of the proposed technical changes to the MSRSM and the proposed amendments to COMAR 13A.08.02.01, COMAR 13A.08.01.01E, and COMAR 13A.02.06.02B(9) as published in the September 23, 2011 edition of the Maryland Register.

Attachment

Title 13A
STATE BOARD OF EDUCATION

Notice of Proposed Action

[11-273-P-I]

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 July 19, 2011 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 2011.

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 Charles Buckler, Executive Director, Division of Student, Family, and School Support, 200 West Baltimore Street, Baltimore, MD 21201, or call 410-767-0311 (TTY 410-333-6442), or email to cbuckler@msde.state.md.us, or fax to 410-333-8148. Comments will be accepted through November 21, 2011. 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 December 6—7, 2011, at 200 West Baltimore Street, Baltimore, MD 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 2011 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 38:3 Md. R. 145 (January 28, 2011), 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, [8-2A-01—8-2A-03,] 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 [(2008)] *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 [(2008)] *2011*, 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 [(2008)] *2011*, which is incorporated by reference.

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