

MARYLAND REGISTER

## Proposed Action on Regulations

<b>Transmittal Sheet</b>  <b>PROPOSED OR REPROPOSED</b>  <b>Actions on Regulations</b>	<b>Date Filed with AELR Committee</b>	<b>TO BE COMPLETED BY DSD</b>
	05/22/2020	Date Filed with Division of State Documents
		Document Number
		Date of Publication in MD Register

**1. Desired date of publication in Maryland Register: 7/6/2020**

**2. COMAR Codification**

**Title Subtitle Chapter Regulation**

13A 08 01 01

13A 08 02 01

**3. Name of Promulgating Authority**

Maryland State Department of Education

**4. Name of Regulations Coordinator**

Charlene L Necessary

**Telephone Number**

410-767-0467

**Mailing Address**

200 W. Baltimore Street

**City State Zip Code**

Baltimore MD 21201

**Email**

charlene.necessary@maryland.gov

**5. Name of Person to Call About this Document**

Mary L. Gable

**Telephone No.**

410-767-0472

**Email Address**

mary.gable@maryland.gov

**6. Check applicable items:**

New Regulations

Amendments to Existing Regulations

Date when existing text was downloaded from COMAR online: April 1, 2020.



## **Subtitle 08 STUDENTS**

### **13A.08.02 Student Records**

Authority: Education Article, §§2-205, 7-101, 7-101.1, 7-301, 7-303—7-305, 7-305.1, 7-307, 7-308, and 8-404, Annotated Code of Maryland; Ch. 273, Acts of 2016; Federal Statutory Reference: 20 U.S.C. §§1232g and 7912

### **Notice of Proposed Action**

[]

The Maryland State Board of Education proposes to amend Regulation .01 under COMAR 13A.08.01 General Regulations and Regulation .01 under COMAR 13A.08.02 Student Records.

This action was considered by the State Board of Education at their April 28, 2020 meeting.

### **Statement of Purpose**

The purpose of this action is to update the Incorporation by Reference document 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 Mary L. Gable, Asst. State Superintendent, Division of Student Support, Academic Enrichment, and Educational Policy, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, MD 21201, or call 410-767-0472 TTY: 410-333-6442, or email to [mary.gable@maryland.gov](mailto:mary.gable@maryland.gov), or fax to 410-333-8148.

Comments will be accepted through August 6, 2020. A public hearing has not been scheduled.

### **Open Meeting**

Final action on the proposal will be considered by the State Board of Education during a public meeting to be held on August 25, 2020, 9:00 am, at 200 West Baltimore Street, Baltimore, MD 21201.

### **Economic Impact Statement Part C**

A. Fiscal Year in which regulations will become effective: FY 2021

B. Does the budget for the fiscal year in which regulations become effective contain funds to implement the regulations?

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:

The regulation updates the Maryland Student Records System Manual 2016 to the Maryland Student Records System Manual 2020. The Manual is incorporated by referenced at COMAR 13A.08.01.01 and 13A.08.02.01.

E. If these regulations have no economic impact under Part A, indicate reason briefly:

The Maryland Student Records System Manual 2020 defines and clarifies the requirements for the concise and comprehensive maintenance of student records in public school in Maryland. The local school systems utilize this manual to record pertinent information in a uniform manner in the State. The Maryland Student Records System Manual 2020 updates the procedures that school systems complete regularly.

F. If these regulations have minimal or no economic impact on small businesses under Part B, indicate the reason and attach small business worksheet.

G. Small Business Worksheet:

Attached Document:

---

## **Title 13A STATE BOARD OF EDUCATION**

### **Subtitle 08 STUDENTS**

#### **Chapter 01 General Regulations**

Authority: Education Article, §§2-205, 7-101, 7-101.1, 7-301, 7-303—7-305, 7-305.1, 7-307, 7-308, and 8-404, Annotated Code of Maryland; Ch. 273, Acts of 2016; Federal Statutory Reference: 20 U.S.C. §§1232g and 7912

##### **.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 [2016] 2020, which is incorporated by reference in COMAR 13A.08.02.01.

## **Title 13A STATE BOARD OF EDUCATION**

## Subtitle 08 STUDENTS

### Chapter 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 [2016] 2020, which is incorporated by reference.

KAREN B. SALMON, Ph.D.  
State Superintendent of Schools

### Incorporation by Reference APPROVAL FORM

Date: May 14, 2020  
COMAR: 13A.08.02.01

Charlene Necessary  
Regulations Coordinator  
Maryland State Department of Education  
200 West Baltimore Street, 7<sup>th</sup> Floor  
Baltimore, MD 21201

Dear Charlene:

The document entitled Maryland Student Records System Manual 2020 is approved for incorporation by reference.

Please note the following special instructions: None

Attach a copy of this approval form when submitting an emergency or proposed regulation to the AELR Committee and when submitting a proposed regulation to DSD for publication in the Maryland Register. If submitting through ELF, include as part of the attachment.

Any future changes to the incorporated documents do not automatically become part of the regulation. If there are subsequent changes to the incorporated documents, and the agency wishes those changes to become a part of its regulations, the agency must amend the regulation incorporating the documents.

Please call us if you have any questions.

Sincerely,  
Gail S. Klakring  
Administrator

