

Mississippi Secretary of State
700 North Street P. O. Box 136, Jackson, MS 39205-0136

ADMINISTRATIVE PROCEDURES NOTICE FILING

AGENCY NAME Mississippi Department of Education		CONTACT PERSON Trecina Green	TELEPHONE NUMBER 601.359.2586	
ADDRESS P.O. Box 771, Suite 313		CITY Jackson	STATE MS	ZIP 39205
EMAIL tgreen@mde.k12.ms.us	SUBMIT DATE 11/23/10	Name or number of rule(s): Cumulative Folders and Permanent Records Manual of Directions 2010 Edition		

Short explanation of rule/amendment/repeal and reason(s) for proposing rule/amendment/repeal:

The Mississippi Cumulative Folders and Permanent Records Manual of Directions was revised based on feedback from a stakeholder group comprised of school counselors, data personnel, records clerks, and Mississippi Department of Education staff. The revised manual has been prepared for use by administrators, counselors, and teachers as a guide in completing the cumulative folders and permanent records. Sections I and VI include the pertinent State and Federal Education laws. Sections II thru V provide specific information concerning the completion, use, and storage of the cumulative folders and permanent records. Specific legal authority authorizing the promulgation of rule: MS Code 37-15-1, 37-15-2, 37-15-3, 37-15-7, 37-15-9, 41-23-37

List all rules repealed, amended, or suspended by the proposed rule:

ORAL PROCEEDING:

- An oral proceeding is scheduled for this rule on Date: _____ Time: _____ Place: _____
- Presently, an oral proceeding is not scheduled on this rule.

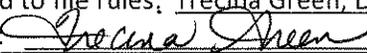
If an oral proceeding is not scheduled, an oral proceeding must be held if a written request for an oral proceeding is submitted by a political subdivision, an agency or ten (10) or more persons. The written request should be submitted to the agency contact person at the above address within twenty (20) days after the filing of this notice of proposed rule adoption and should include the name, address, email address, and telephone number of the person(s) making the request; and, if you are an agent or attorney, the name, address, email address, and telephone number of the party or parties you represent. At any time within the twenty-five (25) day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the filing agency.

ECONOMIC IMPACT STATEMENT:

- Economic impact statement not required for this rule. Concise summary of economic impact statement attached.

TEMPORARY RULES	PROPOSED ACTION ON RULES	FINAL ACTION ON RULES
_____ Original filing _____ Renewal of effectiveness To be in effect in _____ days Effective date: _____ Immediately upon filing _____ Other (specify): _____	Action proposed: _____ New rule(s) <input checked="" type="checkbox"/> Amendment to existing rule(s) _____ Repeal of existing rule(s) _____ Adoption by reference Proposed final effective date: <input checked="" type="checkbox"/> 30 days after filing _____ Other (specify): _____	Date Proposed Rule Filed: _____ Action taken: _____ Adopted with no changes in text _____ Adopted with changes _____ Adopted by reference _____ Withdrawn _____ Repeal adopted as proposed Effective date: _____ 30 days after filing _____ Other (specify): _____

Printed name and Title of person authorized to file rules: Trecina Green, Director of Curriculum and Instruction

Signature of person authorized to file rules: 

OFFICIAL FILING STAMP	DO NOT WRITE BELOW THIS LINE OFFICIAL FILING STAMP	OFFICIAL FILING STAMP
Accepted for filing by	Accepted for filing by	Accepted for filing by

The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.



Mississippi Department of Education
Tom Burnham Ed. D. • State Superintendent of Education

Lynn J. House, Ph. D. • Deputy State Superintendent
Office of Instructional Enhancement and Internal Operations

Office of Curriculum and Instruction
Trecina Green • Director • 601-359-2586 • FAX: 601-359-2040

MEMORANDUM

TO: District Superintendents
District Curriculum Coordinators

FROM: Trecina Green, Bureau Director 

DATE: November 19, 2010

RE: **Administrative Procedures Act (APA) Process: *Revised Mississippi Cumulative Folders and Permanent Records Manual of Directions***

The Mississippi Department of Education (MDE), through the Office of Curriculum and Instruction, is finalizing revisions to the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*. We are seeking your input through the APA Process regarding the revised manual. The draft of the manual, along with a feedback form, can be accessed through the MDE website at <http://www.mde.k12.ms.us>. The completed feedback form may be sent to the Mississippi Department of Education by e-mail at CumManualDraft@mde.k12.ms.us no later than December 17, 2010.

Contact Rhonda Smith, Division Director, at (601) 359-2586 or at rlsmith@mde.k12.ms.us if you have any questions. We greatly appreciate your time and assistance.

C: Dr. Lynn House
Mrs. Rhonda Smith

Attachment

Mississippi Department of Education
Office of Curriculum and Instruction

Revised Mississippi Cumulative Folders and Permanent Records
Manual of Directions Draft Feedback Form
November 19, 2010

This form may be duplicated.

Name _____

Title _____

District _____

Address _____

Job description (check one): Counselor ___ Administrator ___ Other ___ (specify) _____

Please make any comments in the space provided.

1) What are the strengths of the revised manual?

2) What are the concerns regarding the revised manual?

3) Other comments

Return to Rhonda Smith by December 17, 2010
E-mail to: CumManualDraft@mde.k12.ms.us
Office of Curriculum and Instruction
Phone: (601) 359-2586