SOS APA Form 001

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

ADMINISTRATIVE PROCEDURES NOTICE FILING

AGENCY NAME		CONTACT PERSON	TELEPHONE NUMBER	
Mississippi Department of Education		Trecina Green	601.359.2586	
ADDRESS		CITY	STATE	ZIP
P.O. Box 771, Suite 313		Jackson	MS	39205
EMAIL	SUBMIT DATE	Name or number of rule(s):		
tgreen@mde.k12.ms.us	1/21/11	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List all rules repealed, amended, or suspended by the proposed rule: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	**Action proposed:**	**Date Proposed Rule Filed:** _____
_____ Renewal of effectiveness	_____ New rule(s)	**Action taken:**
To be in effect in _____ days	_____ Amendment to existing rule(s)	_____ Adopted with no changes in text
Effective date:	_____ Repeal of existing rule(s)	__X__ Adopted with changes
_____ Immediately upon filing	_____ Adoption by reference	_____ Adopted by reference
_____ Other (specify): _____	**Proposed final effective date:**	_____ Withdrawn
	_____ 30 days after filing	_____ Repeal adopted as proposed
	_____ Other (specify): _____	**Effective date:**
		__X__ 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: Trecina Green

OFFICIAL FILING STAMP	DO NOT WRITE BELOW THIS LINE OFFICIAL FILING STAMP	OFFICIAL FILING STAMP
		FILED JAN 21 2011 MISSISSIPPI SECRETARY OF STATE
Accepted for filing by	**Accepted for filing by**	**Accepted for filing by** CB 17522

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