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TO: Legal Authorities and Education Directors of Nonpublic Schools Approved Under COMAR 13A.09.10 Educational Programs in Nonpublic Schools and Child Care and Treatment Facilities

FROM: Sarah Spross, Chief, Nonpublic School Approval Branch 

DATE: October 24, 2014

RE: Nonpublic School Transcript Clarification

The purpose of this memo is to provide clarification regarding how State test information should appear on the nonpublic school secondary school transcript. As you may know, the Maryland State Board of Education adopted amendments to COMAR 13A.03.02 Graduation Requirements for Public High Schools in Maryland on August 26, 2014. The regulatory change applies to the way that school performance data on the “student performance record card” is reported. The regulation requires a school system to indicate only whether or not the student has or has not met all of the assessment requirements. Actual test data cannot be recorded.

The regulations under which your schools are approved require a secondary school to record a “summary of State test requirements, including test dates and scores, as applicable” on the secondary school transcript for each student [COMAR 13A.09.10.16C (1)(m)]. Nonpublic schools that hold a Certificate of Approval under COMAR 13A.09.10 must maintain compliance with the regulations under which they are approved.

While the student record card, which is maintained by the local school system, and the nonpublic school student transcript are two different documents, these two regulations appear to be in conflict. We are currently working with our colleagues at the Maryland State Department of Education and The Attorney General’s Office to address this discrepancy.

In the interim, Nonpublic Schools approved under COMAR 13A.09.10 will be required to:

- Meet the regulatory requirements established in COMAR 13A.09.10.16C(1)(m)
- Place on the transcript in a clearly visible area the following disclaimer, “This transcript may not be disseminated to any individual other than the student’s legal guardian, service school system which is ensuring the provision of FAPE, and the resident school system.”
- In the event that an external party (any one not included in the above referenced disclaimer) requests a nonpublic school secondary school transcript, the school is required to replace the test scores and data with a statement that that indicates that the student has/has not met all assessment requirements. (COMAR 13A.03.02.06F).

Thank you for your cooperation as we address this discrepancy.

- C: Cynthia Amirault, Section Chief, Nonpublic Schools, Division of Special Education/Early Intervention Services
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