

13. *Records to be filed before discontinuance of nonpublic secondary school or collegiate institution.*

(a) *Prior to the discontinuance of operations of any nonpublic secondary school or collegiate institution, however designated, operating within the State of Maryland, including those operated by bona fide church organizations, the chief administrative officer, by whatever title designated, of any such school or institution proposing to discontinue its operations shall cause to be filed with the State Superintendent of Schools the original or legible true copies of all essential records pertaining to the academic achievements of all former students who attended the said school. Such records shall be so prepared as to present as a separate document the academic record of each such former student, and, as to secondary schools, shall provide such academic information as is customarily required by colleges when considering students for admission; and, as to collegiate institutions, shall provide such academic information as is customarily required by colleges and universities when considering students for transfer or advanced study. The State Superintendent of Schools shall maintain a permanent file of such records within the Department of Education.*

(b) *Any person who wilfully fails or refuses to comply with the provisions of this section is guilty of a misdemeanor and, upon conviction, shall be punishable by a fine of not less than one hundred dollars (\$100.00) nor more than one thousand dollars (\$1,000.00) for each violation.*

14. *Reports from private schools.*

The State Board of Education shall require, with and on the advice of the State Superintendent of Schools, all private educational associations, corporations, or institutions to report annually, on or before the thirty-first day of August, as to enrollment and courses of study on such forms as the State Board of Education may provide.

15. *Policies and guidelines for programs of instruction.*

The State Board of Education shall prescribe, with and on the advice of the State Superintendent of Schools, basic policy and guidelines for the program of instruction for the public schools, which shall be printed in such quantities as to provide public school officials and teachers with a copy and sufficient for general distribution among the private schools and interested citizens of the State.

16. *Rules and regulations for certification of teachers.*

The State Board of Education shall prescribe, with and on the advice of the State Superintendent of Schools, bylaws, rules and regulations, for the certification of teachers and other professional personnel in accordance with this Article.

17. *Forms and financial accounts.*

The State Board of Education shall prescribe, with and on the advice of the State Superintendent of Schools, a uniform series of forms for the use of THE BOARD OF SCHOOL COMMISSIONERS OF BALTIMORE CITY, THE county boards of education, school officials, and teachers, and shall require all financial accounts, including the annual budget and all educational records, to be kept and all reports to be made according to these forms.