

## Department of Planning and Budget 2016 Fiscal Impact Statement

**1. Bill Number:** HB196

<b>House of Origin</b>	<input checked="" type="checkbox"/> Introduced	<input type="checkbox"/> Substitute	<input type="checkbox"/> Engrossed
<b>Second House</b>	<input type="checkbox"/> In Committee	<input type="checkbox"/> Substitute	<input type="checkbox"/> Enrolled

**2. Patron:** Lingamfelter

**3. Committee:** Education

**4. Title:** Public elementary and secondary schools and local school divisions; information and forms.

**5. Summary:** Requires the Board of Education to adopt policies to ensure that the Department of Education does not require public elementary or secondary schools or local school divisions to provide certain duplicate information or certain information that is not necessary or required pursuant to state or federal law. The bill requires the Board to permit public elementary and secondary schools and local school divisions to submit all information and forms to the Department electronically. The bill requires the Department to annually evaluate and determine the continued need for the information that it collects from public elementary and secondary schools and local school divisions and requires the Board to annually report to the Chairmen of the House Committee on Education and the Senate Committee on Education and Health the results of such annual evaluation and determination, among other things.

**6. Budget Amendment Necessary:** Yes, Item 131.

**7. Fiscal Impact Estimates:** Indeterminate. See Item 8.

**8. Fiscal Implications:** This bill would have a significant initial fiscal impact on the Department of Education (DOE) to implement the bill's requirements allowing public schools and school divisions to submit electronically all information and forms to DOE. This cost, though, is presently indeterminate. In many cases, school divisions report data to DOE through secure Web-based systems designed to increase accuracy while lessening administrative burdens on educators at the local level; however, there are numerous submissions that currently require original signatures and original documents.

The Division of Teacher Education and Licensure requires original signed documents for license applications and requests. School divisions are not permitted to submit applications, transcripts, college verification forms, and similar forms electronically, and the aforementioned office does not accept copies of transcripts as "official" documents. While some grant applications are submitted electronically, many grant applications require submission of original documents and additional review copies. Additionally, financial processes currently require original signatures on certain documents. While local school

boards may designate authorized signatories in the absence of the division superintendent, divisions must complete a form to establish signature authority and mail that form to DOE.

All department systems have not been established to accept electronic forms and information. The cost to convert these systems to such a format is indeterminate at this time. Additionally, if school divisions are permitted to submit all documents electronically, the documents would need to be housed in a system that allows daily access for document review and retrieval. A significant increase in data transmissions and document maintenance by DOE would lead to increased storage costs with the Virginia Information Technologies Agency (VITA). In addition, e-mail messages are not encrypted, so any transfer of documents that contain personally identifiable information, such as a social security number, would have to be transmitted using appropriate security.

**9. Specific Agency or Political Subdivisions Affected:** Department of Education, local school divisions.

**10. Technical Amendment Necessary:** No.

**11. Other Comments:** None.