

# Student Record Collection

September 30, 2015

Virginia Department of Education

Office of Educational Information Management

# Agenda

- Review Due Dates and Timeline
- New Data Elements and Codes for 2015-2016
- Virtual Virginia Coding Updates
- Questions



# SRC Due Dates and Timeline

# Due Dates

- **September 29<sup>th</sup>** - VDOE issues news release on cohort graduation and dropout rates.
- **October 1:** The Fall SRC data collection window opens
- **October 16:** The Fall SRC data collection window closes. A *successful* Fall SRC is required.
- **October 19 – 23:** Verify data and begin submitting Signature Verification Sheets. Windows will NOT be reopened during this verification period.
- **October 26 – 30:** Should a resubmission of data be necessary, please contact us via your regional contact or by sending an email to Results Help to request that your window be opened.
- **October 30:** The Fall SRC data collection window will be locked at 11:59 PM.

# Important Reminder

- October 30th is a hard deadline. Therefore, if you need your window reopened after this date, you will need to write a letter to Dr. Staples explaining why you need it reopened. This letter must include an action plan to prevent the error in the future.
- Beginning with the Fall SRC and going forward, hard deadlines will be put in place. Should any final deadline be missed, each division will need to send the above letter before their window will be opened.
- Fall Membership data is needed by our Budget Office as they report information to the Governor's Office in November.



# New Data Elements and Codes for 2015-2016

# Military Connected Students Code

- The 2015 Virginia General Assembly passed legislation ([HB 2373](#) and [SB 1354](#)) that requires the Department of Education to establish a process for the identification of newly enrolled uniformed services-connected students by local school divisions.
- This identification is critical to best serving our military families
  - Will allow schools to target unique support services to students
  - Will provide localities with reliable and accurate data to seek grant funding.
- While the legislation called for the “identification of newly enrolled uniformed services-connected students,” the Department encourages school divisions to collect this important information for *all* students on an *annual* basis, providing for more accurate and efficient data to assist our military families.

# Military Connected Students Code

<b>Code</b>	<b>Description</b>
1	Student is not military connected
2	Active duty; student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services)
3	Reserve; Student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard)

**Edit: Must be a valid state assigned code**

# Questions about Military Connected Students?

- Please contact Melissa Luchau, the military family education liaison, at [Melissa.Luchau@doe.virginia.gov](mailto:Melissa.Luchau@doe.virginia.gov), or by telephone (804) 225-2924 for more information if you have questions about:
  - The military student identifier
  - The implementation of the Interstate Compact.
  - Connecting with your local school liaison officer or providing training to your school or division.

# PK Funding Source Code

- A new element to identify the funding sources of Pre-Kindergarten (PK) students.
- The purpose of this elements is to improve the data used in evaluating publicly-funded PK programs for public PK students in both public and private settings.
  - Note: This should be reported for PK students for which you receive public funds that are placed in a private setting.

# PK Funding Source Code

<b>Code</b>	<b>Description</b>
1	Head Start
2	Early Head Start
3	VPI
4	VPI+
5	Special Education Preschool
6	Early Intervention Services Part C (1619 grant)
7	Title I
8	Local Funding for VPI Placement
9	Local Funding for VPI+ Placement
10	Local Funding for Other Public Preschool Program

**Edit: Must be a valid state assigned code**

**Edit: Grade code must be PK**

# PK Funding Source Code FAQ

- **Question 1:** When do we use codes 8 (Local Funding for VPI Placement) and 9 (Local Funding for VPI+ Placement)?
  - **Answer:** You probably will never use these codes. These are general categories that could mean different things to different divisions (an “other” category). We may consider removing these next year, but we wanted to include them for this year and follow up with the divisions that are using them after we analyze the data.

# PK Funding Source Code

## FAQ

- **Question 2:** If a student's placement is funded through multiple sources, which code should we use?
  - **Answer:** If a student's placement is funded through multiple sources, you should always report VPI (3) and VPI+ (4) first. If you have multiple sources and neither is VPI or VPI+, then you should choose the source where the majority of funds are being spent.

# PK Funding Source Code FAQ

- **Question 3:** The VPI program is state funded but the divisions also match it locally. How do we know which students to code VPI or Locally Funded VPI?
  - **Answer:** If you know specifically which kids are which, then code them accordingly. However, if VPI funds and the local match are thrown in the same “bucket” and all the students are considered VPI, then code them all VPI.

# PK Funding Source Code

## FAQ

- **Question 4:** In general, if we do not know which students are locally funded and which ones are not, do we just randomly pick students?
  - **Answer:** If you know specifically which kids are which, then code them accordingly. However, if you do not know which students are which, then the division will need to come up with their own method of how to designate those children.

# Virtual Virginia Coding

**NOTE: This is a Change from the  
Fall SRC Update webinar**

- To better identify students participating in the Full-Time Virtual Virginia Pilot Program
  - Program has been assigned its own Division and School Code.
- Responsible Division/School will be the resident Division/School and Virtual Virginia will be the Serving Division/School.
- These students will be reported the same way that Regional Center students are reported (except using Tuition Code 18).

# Virtual Virginia Coding

- This data will be used for VA Board of Education reports to the Governor and the General Assembly.
- This code will not be used for students who take a few Virtual Virginia Courses along with courses offered at the LEA.

# Virtual Virginia Coding

- New Full Time Virtual Program Code
  - Added: 8 = Participates in the full time Virtual Virginia program.
- New Division/School Code

Division Num	Division Name	School Num	School Name
501	Virtual Virginia	0010	Virtual Virginia

- Change the language for Tuition Code 18
  - Currently: “Tuition waived; applicable only to students served through a Full-Time Virtual Program”
  - Changed to: “Virtual Program (full-day or part-day programs: Virtual Virginia (full-day) or approved MOP (full-day or part-day))”.

# Virtual Virginia Coding Scenarios

This student resides in Division A and is participating in the **full time Virtual Virginia pilot program**.

State Testing ID	Responsible Division	Responsible School	Serving Division	Serving School	Active Status Code	Entry Code	Entry Date	Full Time Virtual Program Code	Tuition Paid Code
1019999999	999	9999	501	0010	A	E119	9/3/2013	8	18

# Questions about the Virtual Virginia Program?

- Please contact Mark Saunders, Director of Technology and Virtual Learning, at [Mark.Saunders@doe.virginia.gov](mailto:Mark.Saunders@doe.virginia.gov) or visit their webpage at: [http://www.doe.virginia.gov/instruction/virtual\\_learning/](http://www.doe.virginia.gov/instruction/virtual_learning/)

# Contacts for SRC Data Collections

- Regions I and VIII – Melanie Lore, (804) 225-3918, [melanie.lore@doe.virginia.gov](mailto:melanie.lore@doe.virginia.gov)
- Regions II and V – Allison Young, (804) 225-3909, [allison.young@doe.virginia.gov](mailto:allison.young@doe.virginia.gov)
- Regions III and IV – Carol Wells Bazzichi, (804) 225-4847, [carol.wellsbazzichi@doe.virginia.gov](mailto:carol.wellsbazzichi@doe.virginia.gov)
- Regions VI and VII – Lisa Comfort, (804) 225-2827, [lisa.comfort@doe.virginia.gov](mailto:lisa.comfort@doe.virginia.gov)

# SRC Website

[HTTP://WWW.DOE.VIRGINIA.GOV/](http://www.doe.virginia.gov/)

(Information Management>Data Collection> Student Record Collection)

## **Support Documents:**

- Data Elements 2015-2016 ([PDF](#)) | ([XLS](#))
- Specifications Document – Miscellaneous Web Collection ([PDF](#)) | ([Word](#))
- Layout for Tab-Delimited File ([PDF](#)) | ([Word](#))
- Specifications for Completing the Student Records Data Collection ([PDF](#)) | ([Word](#))

# General Contact Information

- General Phone: (804) 225-2099
- Email: [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov)
- Fax: (804) 530-4516
  
- Answered from 7:00 AM to 4:30 PM
- Checked every 15 minutes (last check at 4:15 PM)

# Questions?

