



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** February 9, 2018  
**TO:** Division Superintendents  
**FROM:** Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction  
**SUBJECT: 2017-2018 Spring Student Record Collection and Miscellaneous Statistics**  
**Due: April 20, 2018**

In order to comply with the information and reporting requirements for March 31 average daily membership, report cards, and performance indicators of the Every Student Succeeds Act (*ESSA*), school divisions are required to submit data for the Spring Student Record Collection (SPR SRC). This data should reflect students' records as of March 31, 2018.

The reports from the SPR SRC will include:

- March 31 average daily membership (ADM) report.
- Special Education Regional Tuition Reimbursement – The data requested will be used for claiming reimbursement for services provided by certain regional special education programs that have been approved by the Department of Education. The dollar amounts your division will report will likely be obtained from your special education office.

Final state payments for Standards of Quality accounts (Basic Aid, fringe benefits, etc.) and several other Direct Aid to Public Education accounts for fiscal year 2018 will be based on average daily membership (ADM) as of March 31, 2018.

Any additions to March 31, 2018, ADM that are identified after the submission deadline of April 20, 2018, will not be used to adjust final fiscal year 2018 Direct Aid payments unless the Department receives them on or before May 5, 2018. Please note this critical deadline. Reductions to March 31 ADM may be submitted to the Department at any time; however, school divisions are encouraged to submit any changes on or before May 5, 2018.

In order for the May and June electronic fund transfers (EFT) to reflect school division payments based on final March 31, 2018, ADM, it is important that all school divisions complete the Spring Student Record Collection no later than April 20, 2018. In addition to the electronic submission, the verification report, signed by the division superintendent, must also be submitted by **Friday, April 20, 2018**.

Early submission is strongly encouraged.

A detailed listing of the data elements on the SPR SRC, the aggregate data collected on the web-based form, instructions for completing and submitting the data, and March 31 ADM-related resources will be posted on the Virginia Department of Education's website at [http://www.doe.virginia.gov/info\\_management/data\\_collection/student\\_record\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml).

The Spring Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on **Monday, April 2, 2018**.

Questions or concerns relating to the 2018 Spring SRC should be directed to Educational Applications at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov). Questions regarding provisions in the Appropriation Act, Board of Education Regulations, and the *Code of Virginia* that govern the calculation of March 31 ADM should be

directed to the Budget Office at (804) 225-2025. Questions regarding the Special Education Regional Tuition Reimbursement should be directed to Tracie Coleman at [tracie.coleman@doe.virginia.gov](mailto:tracie.coleman@doe.virginia.gov) or at (804) 225-2704.

SMC/SMW/lmc

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