# Superintendent’s Memo #095-20


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 17, 2020

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: 2019-2020 End-of-Year Student Record Collection and Miscellaneous Statistics – Due: July 10, 2020

In order to comply with the information and reporting requirements for School Quality Profiles, cohort graduation, chronic absenteeism, and performance indicators of the *Every Student Succeeds Act* (ESSA), the Department of Education is conducting the End-of-Year Student Record Collection (EOY SRC) for the 2019-2020 school year.

The 2019-2020 End-of-Year Student Record Collection should reflect students' records as of the original last day of the 2019-2020 school year regardless of the date the divisions closed schools due to the COVID-19 pandemic. The EOY SRC includes a web-based entry form to collect the number of days in session as well as the number of instructional hours at each school that occurred before school closure. For the 2019-2020 school year, the web-based entry form will also collect the Initial Date of School Closure for COVID-19. As in years past, the Career and Technical Education (CTE) Career Cluster data is collected as part of the EOY SRC.

A detailed listing of the data elements on the student record, the aggregate data collected on the web-based form, and instructions for completing and submitting the data can be found on the [Student Record Collection](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml) webpage.

A successful submission by each school division is required on or before July 10, 2020. Early submission and verification is strongly encouraged. The electronic verification of the data submission is due on or before July 24, 2020.

The End-of-Year Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on May 18, 2020.

Questions or comments relating to the End-of-Year Student Record Data Collection should be directed to Educational Applications at RESULTSHELP@doe.virginia.gov.

JFL/SMW/ml