# Superintendent’s Memo #304-20

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: November 13, 2020

TO: Division Superintendents

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

## SUBJECT: Periodic Reporting Requirement to Ensure Eligibility for Length of School Term Waiver

As per [Superintendent’s Memo #230-20](https://www.doe.virginia.gov/administrators/superintendents_memos/2020/230-20.docx), the Board of Education is requesting periodic reports from local school divisions regarding student instruction and early outcomes given the unique nature of instructional modalities being deployed this year due to COVID-19. Divisions that do not submit periodic reports may be considered ineligible for the length of school term waiver process for the 2020-2021 school year.

## First Periodic Report Due: November 24, 2020

* The first of the periodic reporting surveys is now available here: [Periodic Division Report Survey - November 2020](https://forms.gle/2AgHBYwKzHudJn3f9).
* Divisions must submit their report by Tuesday, November 24, 2020.
* Information submitted should reflect the operational status of the division as of November 16, 2020.
* A list of the questions in the periodic report survey is attached for reference; however, the survey must be completed through the link provided above.

The results of the survey are intended to inform the Board of Education’s understanding of student outcomes and services, to ensure divisions are tracking student progress in meaningful ways throughout the year, and to shape technical assistance from the Virginia Department of Education (VDOE). This survey is not meant to evaluate division compliance or performance. Additionally, the results from the survey will inform updates to the dynamic [State Map](https://www.doe.virginia.gov/support/health_medical/office/reopen-status.shtml) posted on the VDOE website.

The periodic report is in fulfillment of the requirement that divisions submit “periodic reports over the duration of the school year that include information about instructional delivery” as part of the modified length of school term waiver process for 2020-2021, as stated in [Superintendent’s Memo #230-20](https://www.doe.virginia.gov/administrators/superintendents_memos/2020/230-20.docx) in subsection “2020-2021 Length of School Term Waiver Process.” **Divisions that do not submit periodic reports may be considered ineligible for the length of school term waiver process for the 2020-2021 school year.**

Questions regarding the length of school term waiver may be directed to the Office of Policy at (804) 225-2092 or [policy@doe.virginia.gov](mailto:policy@doe.virginia.gov).

JFL/lms

## Attachment

1. [November 2020 Periodic Division Report Questions](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/304-20a.pdf) (PDF)