



COMMONWEALTH of VIRGINIA  
Department of Education

**DATE:** July 6, 2018  
**TO:** Division Superintendents  
**FROM:** James F. Lane, Superintendent of Public Instruction  
**SUBJECT:** **2017-2018 SOQ Compliance Data Collection: Compliance with the Standards of Quality and Other Requirements**

Each year, in accordance with § [22.1-18](#) of the *Code of Virginia*, the Virginia Board of Education's *Annual Report to the General Assembly on the Condition and Needs of Public Education in Virginia* includes the level of local school board compliance with the *Standards of Quality* (SOQ). Other legal, regulatory, and budgetary provisions also specify required annual certifications or responses from each school division, such as certification of compliance with teacher evaluation requirements, pre-Labor Day opening waivers, and conditions for specially funded initiatives. This memo describes this year's process for collecting the information needed to fulfill these requirements through the annual [SOQ Compliance Data Collection](#).

Beginning **Monday, July 9, 2018**, the 2017-2018 SOQ Compliance and Other Requirements application will be available through the Single Sign-On for Web-based Systems (SSWS) portal. All school divisions must complete data submission via the SSWS portal **no later than Friday, August 10, 2018**.

Once the data submission is complete in SSWS, the division superintendent and school board chair must sign the signature page of the "SOQ Compliance Verification Report" and submit the signed copy to the Policy Office at [policy@doe.virginia.gov](mailto:policy@doe.virginia.gov). (The verification report can be accessed by selecting "Reports" from the menu on the right side of the screen in SSWS.) After signatures are obtained, **please scan and submit via email the entire four-page verification report by August 17, 2018**.

In order to ensure the accuracy of the compliance data submitted through this data collection, please be advised that the Virginia Department of Education (VDOE) will seek follow-up documentation from those school divisions that are noncompliant and compare it to information contained in other VDOE databases.

Please review the following information for completion of the 2017-2018 SOQ Compliance Data Collection:

- Before entering data in the "SOQ Compliance and Other Requirements" application in the SSWS portal, please review this memo and all attachments.
- "Section One: SOQ Standards" requires a written corrective action plan in the accompanying text box for any element of noncompliance.
- "Section Two: Other Miscellaneous Reporting Requirements" does not allow empty text boxes. All text boxes must include either the information requested or the term "Not applicable."
- After entering all data, the system can generate reports of your responses that you may print for your records or save for future reference.
- The application window will lock after you submit all data and click the "Finish" button and/or after the submission deadline of **August 10, 2018**. Once locked, access to the SOQ Compliance application requires contact with the Policy Office at the phone number or email address provided below.
- Once data submission is completed in SSWS, the signed "SOQ Compliance Verification Report" must be submitted to the Policy Office by **August 17, 2018**.

Please note the following amendments made to the SOQ by the 2017 General Assembly which impact the 2017-2018 SOQ Compliance Data Collection:

- Standard One – D.1.(f)
  - Previously, Standard One required school divisions to provide annual notice on its website of the availability of the postsecondary education and employment data published by the State Council of Higher Education. This requirement now also requires school divisions to provide annual notice on its website of the opportunity for students to obtain a nationally recognized career readiness certificate at a local public high school, comprehensive community college, or workforce center.
- Standard One – D.1.(n)
  - Standard One requires school divisions to implement a plan to notify students and their parents of the availability of dual enrollment and advanced placement classes, the International Baccalaureate Program, and Academic Year Governor's School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low-income and needy students to take the advanced placement and International Baccalaureate examinations. This requirement was amended in 2017 to also include career and technical education programs.
- Standard Two – G.1.
  - In accordance with Standard Two, a school division may, at its discretion, employ a reading specialist. This provision was amended in 2017 to require such a reading specialist, if one is employed, to have certain training and duties related to dyslexia. (*NOTE: If the division does not employ any reading specialists, please answer "yes" to this question.*)
- Standard Two – M.1.
  - Previously, Standard Two required each school board to annually report the actual pupil/teacher ratios in elementary school classrooms, by school, for the current school year, on or before January 1. This provision was amended in 2017 to require the reporting of the actual pupil/teacher ratios in elementary, middle, and high school classrooms, by school, for the current year, on or before December 31.

If you have questions regarding this data collection, please contact the Policy Office at [policy@doe.virginia.gov](mailto:policy@doe.virginia.gov) or (804) 225-2092.

JFL/EMM/bj

## Attachments:

- A. [Components of the SOQ Compliance Certification and Other Required Reporting](#) (Word)
- B. [List of all questions included in the data collection](#) (Word)