



COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 20, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: Procedures for Completing the 2018-2019 Educational Registry Application Data Collection Due: August 24, 2018

Information collected in the Educational Registry Application (ERA) is the Virginia Department of Education's (VDOE) official means of identifying schools and staff for reporting, mailings, contacts for Web-based data submissions, and the Virginia Educational Directory. Although all contact data within ERA must be kept current throughout the school year, this summer collection allows divisions to update data for the upcoming school year. Items of particular importance include the superintendent contact information used for official communication with division superintendents, school-year calendar information, and the schools' long name used in the School Quality Profiles, certificate creation, and official announcements from the Department.

Beginning **July 5, 2018**, updates to school division, school, and staff data can be made through the Educational Registry Application (ERA) [Web-based form](#) in the Single Sign-on for Web Systems (SSWS) portal.

The *Educational Registry Application Verification* form must be submitted by the division superintendent through the Superintendent Data Collection Approval (SDCA) by **August 24, 2018**.

Questions or comments relating to the Educational Registry Application Data Collection should be directed to Educational Applications at Resultshelp@doe.virginia.gov ✉.

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