



COMMONWEALTH of VIRGINIA
Department of Education

DATE: July 20, 2018
TO: Division Superintendents
FROM: James F. Lane, Superintendent of Public Instruction
SUBJECT: 2017-2018 Summer Student Record Collection
Due: August 31, 2018

The 2017-2018 Summer Student Record Collection (SRC) reflects both summer school graduate and Career and Technical Education (CTE) Finisher information. Only graduates who earned a diploma during summer school should be included in the 2017-2018 Summer SRC.

Remedial Summer School participation data is also included in the Summer SRC. Elementary and Secondary Remedial Summer School participation will be entered through the Division Level Miscellaneous Collection section of the Summer SRC application.

Every school division must complete a summer submission in order to generate the Final Term Graduate Report. The Final Term Graduate Report shows data that will be reported for your division. A detailed listing of the data elements on the student record collection and instructions for completing and submitting the data can be found 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).

Data are required by the Virginia Department of Education (VDOE) on or before the closing date of August 31, 2018. Early submission and verification is strongly encouraged as the VDOE intends to publicly release final graduation data on October 1, 2018. The Summer Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal starting August 1, 2018.

Questions or comments relating to the 2017-2018 Summer Student Record Collection should be directed to Educational Applications at RESULTSHELP@doe.virginia.gov ✉.

JFL/SMW/alm