



**#001-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #001-22**

DATE: January 7, 2022  
TO: Division Superintendents  
FROM: Rosa S. Atkins, Ed.D., Acting Superintendent of Public Instruction  
SUBJECT: **SOQ Compliance Pilot - Documentation Verification Submission**

As communicated in [Superintendent's Memo #305-21](#), issued on November 5th, 2021, the General Assembly has directed the Virginia Department of Education (VDOE) to develop and implement a pilot program related to the [SOQ Compliance Data Collection](#).

As part of the SOQ Compliance pilot program, VDOE is collecting documentation to verify SOQ compliance from the 2020-21 school year. All school divisions must submit the required documentation for this phase of the pilot program, except those eight divisions that completed their submission in November 2021 as an earlier phase of the SOQ Compliance Pilot collection. Please submit documentation as soon as it is compiled, but by no later than **February 1, 2022**.

### **Documentation Submission**

The attachment to this memo provides the list of standards to be verified and instructions for submitting documents. All documentation should be saved in a Google Drive parent folder with subfolders corresponding to the standards.

Once all documentation is uploaded in the subfolders, divisions will submit a link to their Google Drive parent folder through the [SOQ Compliance Pilot Google Form](#). More detailed instructions for submission are provided in the attachment. Divisions are encouraged to

submit their documentation as soon as it is compiled, but must complete their submission no later than **February 1, 2022**.

## Other Standards

In addition to the SOQ standards for which documentation is being collected, VDOE will also be reviewing information submitted through other data collections/processes to assess compliance with other SOQ standards. These standards do not require any documentation submission from divisions, but will be reviewed as part of the SOQ Compliance pilot program:

- **CTE Plan:** VDOE staff will review the local Perkins plan submitted by the division to confirm compliance with § [22.1-253.13:1\(D\)\(3\)](#).
- **Kindergarten Staffing Ratios:** VDOE staff is using data provided in the Master Schedule Collection (MSC) and Instructional Personnel Verification Report (IPAL) to verify division-wide ratios and class sizes, in compliance with § [22.1-253.13:2\(C\)](#).
- **Licensed Instructional Personnel:** VDOE staff is using data provided in the MSC and IPAL to verify compliance with § [22.1-253.13:2\(D\)](#).
- **Alternative Assessments:** VDOE will confirm compliance based on past desk audits from the most recent year, if applicable, in compliance with § [22.1-253.13:3\(C\)](#).

## For more information

Please direct any questions to Dr. Scott Kizner, SOQ Compliance Project Manager for VDOE, at [Scott.Kizner@doe.virginia.gov](mailto:Scott.Kizner@doe.virginia.gov) or 804-784-0941.

RSA/LMS

- A. [Attachment: SOQ COMPLIANCE PILOT PROGRAM - SUBMISSION OF VERIFICATION DOCUMENTATION](#) (DOCX)