



COMMONWEALTH of VIRGINIA
Department of Education

April 7, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Early College Scholars Certificates

The automated process for [Early College Scholars](#) certificates enables school divisions to print these certificates on-site through the [Single Sign-on for Web Systems \(SSWS\)](#). 103 Access to the application must be requested through the school division's SSWS account manager. 103 The Certificate Generator uses data from the spring Student Record Collection (SRC) to prepare the certificates. Submission of spring SRC is due April 21, 2017, as announced in [Superintendent's Memo #037-17](#).

In the SRC in Data Element 345, the Early College Scholar Program Code identifies the student who is participating in the Governor's Early College Scholars Program. 103 Participating students, their parents/guardians, the high school principal, and the school counselor must sign the Governor's Early College Scholar Program agreement. The Codes for the Early College Scholars Program are:

1. Student has completed the Early College Scholar Program agreement, and
2. Student has earned the Governor's Early College Scholar certificate.

The Certificate Generator will be populated with names of students who are included in the spring SRC and have been flagged in the Early College Scholars' field numbers **1 or 2**. 103 Students not identified in the spring records collection will not be included in the data file for printing certificates.

To print the certificates, log in to SSWS and click on Certificate Generator. 103 Click on "Generate Certificate" on the gray menu to the right that presents the option for printing Early College Scholars certificates. 103 Click on "Early College Scholars" and a drop down menu will appear with the specific division and school name(s).

All certificates will be available sometime after the successful completion of the spring SRC. 103 The Certificate Generator can be used to print one certificate at a time, or batched all together by school or division. 103 The Certificate Generator also creates an electronic copy of the certificate in PDF format that can be printed at a later date. 103 A blank certificate is also available.

For more information, please contact Tracy Fair Robertson, English Coordinator, Office of Humanities and Early Childhood, by email at Tracy.Robertson@doe.virginia.gov or by telephone at (804) 371-7585; or Joseph A. Wharff, School Counseling Specialist, Office of Student Services, by email at Joseph.Wharff@doe.virginia.gov or by telephone at (804) 225-3370.

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