



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** May 19, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT:** **2016-2017 End-of-Year Master Schedule Collection**  
**DUE:** Successful Submission due August 31, 2017  
Final Verifications due September 29, 2017

In order to comply with federal reporting requirements, school divisions are required to submit data for the End-of-Year Master Schedule Collection (EOY MSC).

The EOY MSC will include course-level data by student and teacher for all students in grades PreK-12. For grades 6-12, final grade reporting is required. This data should reflect information for fall 2016, spring 2017, and summer 2017.

The Secondary Enrollment Demographics Form (SEDF) data, collected by the Office of Career and Technical Education (CTE), will be reported through the MSC. The Secondary Enrollment Demographics Form data are used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. As a result, several elements have been added to collect the required information. The final summary reports will still be available through the SEDF application in the Single Sign-on for Web Systems (SSWS) portal, but data collection will be completed exclusively through the MSC.

School divisions must complete a successful submission of the End-of-Year Master Schedule Collection no later than Thursday, August 31, 2017. The Master Schedule Collection and Secondary Enrollment Demographics Form verification reports, signed by the division superintendent, must also be submitted by **Friday, September 29, 2017**. Early submission is strongly encouraged.

A detailed listing of the data elements on the End-of-Year Master Schedule Collection will be posted on the Virginia Department of Education's website at

[http://www.doe.virginia.gov/info\\_management/data\\_collection/master\\_schedule\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml).

Questions or concerns relating to the 2016-2017 EOY MSC should be directed to Educational Applications at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov).

Questions regarding the CTE Secondary Enrollment Demographics Form should be directed to George Willcox, Coordinator of Planning, Administration and Accountability, Office of Career and Technical Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov).

Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov).

SRS/SMW/alm

