



COMMONWEALTH of VIRGINIA
Department of Education

DATE: September 1, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: Discipline, Crime, and Violence Reporting

The purpose of this memo is to provide information on the final submission of collected data on Discipline, Crime, and Violence (DCV) in public school divisions and regional centers/programs for the 2017-2018 school year. Data submitted must meet the following reporting requirements:

- *Every Student Succeeds Act of 2015 (ESSA)*
- *Regulations Establishing Standards for Accrediting Public Schools in Virginia* safety indicator for the School Report Card under 8 VAC 20-131
- *Annual Report on Discipline, Crime, and Violence* in Section 22.1-279.3:1 of the *Code of Virginia*
- The *Individuals with Disabilities Education Act (IDEA)* report on suspensions and expulsions of students with disabilities
- *Federal Gun-Free Schools Act*
- Federal Office of Special Education Programs (OSEP)

New for the 2017-2018 school year:

- The A1T Attendance code is no longer an applicable code for DCV reporting. Attendance is a federal accountability indicator under ESSA & RDA. Attendance promotion and intervention procedures and data submission to VDOE is on the VDOE Attendance webpage along with the regulations. Additionally, there is a 12 module attendance series, with webinar, power points and a guide for professional development on the page.
- The end of year Verification report will reflect the number of arrests reported to the division superintendent.

Please monitor the website for changes to edits, forms, and the User Guide regularly. Edits and revisions made to the DCV User Guide and process will be posted on the School Safety/DCV webpage located on the Virginia Department of Education (VDOE) website:

http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/. The closing date for submission for the regional centers/programs data is July 13, 2018. The school divisions cannot finalize their DCV data until regional centers/programs have submitted their data to the divisions.

The closing date for submission for the school divisions is July 27, 2018, with the signed verification report due to VDOE by August 3, 2018. As a result, requests made to resubmit data after the final deadline will impact your local determination for accurate and timely submission of DCV data. The procedure for late submissions is as follows:

If the school division needs to resubmit data after July 27, 2018, the division Superintendent must email a signed letter, addressed to Dr. Steven Staples, Superintendent of Public Instruction, to Karen.Puckett@doe.virginia.gov, Special Education Data Specialist. The letter must be signed, scanned, and then attached to the email.

Once the letter is received, it will be routed to the following individuals for approval:

- Mr. Jeff Phenicie, Director, Office of Special Education Program Improvement
- Mr. John Eisenberg, Assistant Superintendent, Division of Special Education and Student Services
- Dr. Steven Staples, Superintendent of Public Instruction

Your letter must include the following:

- Reason for the resubmission request,
- Statement of the changes to be made including specific data elements, and
- A plan to ensure accurate future submissions.

Upon approval from the Office of the Superintendent of Public Instruction, the division's DCV contact will be notified by the Office of Special Education Program Improvement to schedule a resubmission.

Additional informational documents and detailed instructions related to the data collection process and the *Annual Report for Discipline, Crime, and Violence* can be downloaded from the VDOE website at: http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml.

Questions regarding data submission should be directed to Karen Puckett, Special Education Data Specialist, in the Office of Special Education and Program Improvement, by email at Karen.Puckett@doe.virginia.gov; telephone (804) 786-6765.

SRS/kp