



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

**DATE:** September 22, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT: 2017-2018 Fall Student Record Collection and Miscellaneous Statistics Due: October 18, 2017**

To comply with the information and reporting requirements for School Report Cards, performance indicators of the *Every Student Succeeds Act (ESSA)*, and for state funding purposes, the Virginia Department of Education (VDOE) is conducting the Fall Student Record Collection. [Superintendent's Memo #218-17](#) dated July 21, 2017, included specific information regarding the new Student Record Collection (SRC) elements.

This data collection results in the Fall Membership Report and a Preliminary Report of Dropouts and Graduates.

The Fall Student Record Collection should reflect students' records as of October 1, 2017. The fall collection also includes a web-based entry form to collect the following data:

- Projections for March 31 ADM;
- Number of Children Receiving Home Instruction and Religious Exemptions;
- Membership in Applicable English Classes, Grades 6-12;
- Starting Teacher Salary;
- Average Teacher Salary;
- Number of Children Enrolled in the Head Start program; and
- Data for the K-3 Class Size Reduction Program.

Fall Membership data are critical to the revision of Average Daily Membership (ADM) estimates and are needed to develop the state budget submitted by the Governor. Since Fall Membership data are used to revise ADM estimates, your verification report will include two membership reports:

- a Funded Fall Membership Report which includes all active students reported for all ages and grades, and
- an enrollment report of full-time, "school-age" students aggregated by school, grade, and applicable program(s).

A detailed listing of the data elements on the Student Record, the aggregate data collected on the web-based form, and instructions for completing and submitting the data can be found on the VDOE'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 must be submitted to VDOE by October 18, 2017. Early submission is strongly encouraged.

The Fall Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on October 2, 2017.

Questions or comments relating to the Fall Student Record Collection should be directed to Educational Applications at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov).

SRS/SMW/lmc

