



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

**DATE:** December 8, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT:** **New Implementation of Superintendent Data Collection Approval (SDCA)**

The VDOE is pleased to introduce a new process for division superintendents and their designees to review and approve verification reports for data collections contained in the Single Sign-on for Web-based Systems (SSWS) portal.

Beginning with the 2017-2018 December 1 Special Education Child Count collection, the Superintendent Data Collection Approval (SDCA) will automatically be available to school division superintendents through SSWS. The intent of this new online approval process is to replace the paper verification process for the 50+ data collections that are required each year.

Modeled after the verification process currently used for Special Education Indicators, SDCA is designed to be an easy process for division superintendents. For superintendents, SDCA will automatically launch upon SSWS login. However, for their designees, SDCA will function just as any other SSWS application functions with a selection being required from the main system menu.

In the upcoming months, additional data collections will begin to use SDCA for verification reports. As each one is converted, paper verification reports will no longer be used by VDOE. Additional communications will be given as each data collection is converted to the online approval process.

Questions or comments relating to SDCA should be directed to any of the education data specialists in the Office of Education Information Management and Technology Innovations at [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov).

SRS/SMW/lmc