



COMMONWEALTH of VIRGINIA  
Department of Education

June 3, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: 2015-2016 End of Year Master Schedule Collection**

**DUE: Successful Submission due August 31, 2016**  
**Final Verifications due September 30, 2016**

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 K-12. Final grade reporting is required for grades 6-12. This data should reflect information for fall 2015, spring 2016, and summer 2016.

In addition, the eleven school divisions participating in the federal VPI+ grant are required to report PreK data beginning with the 2015-16 EOY MSC. For the remaining non-VPI+ school divisions, reporting PreK data in the EOY MSC is optional, but encouraged, as a way to prepare for future requirements.

The Secondary Enrollment Demographics Form (SEDF) data, collected by the Office of Career and Technical Education (CTE), will be reported through the MSC. The SEDF 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 Wednesday, August 31, 2016. The MSC and SEDF verification reports, signed by the division superintendent, must also be submitted by **Friday, September 30, 2016**. Early submission is strongly encouraged.

A detailed listing of the data elements on the EOY MSC will be posted on the Virginia Department of Education's Web site 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 2015-2016 EOY MSC should be directed to Educational Applications by e-mail at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov) or by phone at (804) 225-3909.

Questions regarding PreK data should be directed to Dr. Laura Kassner, senior data analyst, Early Childhood Expansion Grant (VPI+), by email at [Laura.Kassner@doe.virginia.gov](mailto:Laura.Kassner@doe.virginia.gov) or telephone at (804) 786-0115.

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, by e-mail at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or telephone at (804) 225-2052.

Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office by e-mail at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) or telephone at (804) 225-2025.

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