



COMMONWEALTH of VIRGINIA  
Department of Education

May 22, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Discipline, Crime, and Violence Report for School Year 2014-2015**

The purpose of this memo is to provide information on the final submission of collected data on discipline, crime, and violence in public school divisions and regional centers/programs for the 2014-2015 school year. Data submitted must meet the following reporting requirements:

- *No Child Left Behind Act of 2001* (NCLB)
- *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)

Application and Data Submission:

The data collection process remains the same for 2014-2015. The data submitted will include the regular 2014-2015 school year and the data from summer school programs during summer 2014.

Although submission procedures and functionality remain the same for 2014-2015 as in previous years, the appearance of the application within the Single Sign-on for Web Systems (SSWS) portal has changed. Please refer to Superintendent's Memo #308-14, *2014-2015 Discipline, Crime, and Violence New Application and Data Submission Procedures*, for further information.

The closing date for submission for the regional centers/programs data is **July 15, 2015**. The school divisions cannot finalize their discipline, crime, and violence (DCV) data until regional centers/programs have submitted their data to the divisions. The closing date for submission for school divisions is **July 31, 2015**. The submission window for the 2015-2016 DCV report will be opened on August 18, 2015.

School divisions and regional programs may submit as many times as necessary *prior* to the closing date and as long as the verification report has not been signed and submitted. After the submission window has locked and the verification report has been signed and submitted to VDOE, the division superintendent must send a signed letter or e-mail to the Superintendent of Public Instruction requesting the resubmission, stating the changes to be made, and the reason(s) for the changes. Please reference the *Comprehensive User Guide for Discipline, Crime, and Violence Data Collection and Submission* which can be downloaded from the following Web address:  
[http://www.doe.virginia.gov/info\\_management/data\\_collection/support/school\\_safety/discipline\\_crime\\_violence/resources/comprehensive\\_user\\_guide.pdf](http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/discipline_crime_violence/resources/comprehensive_user_guide.pdf).

Additional information related to the data collection process can be downloaded from the Virginia Department of Education's Web site at <http://www.doe.virginia.gov/>. Users can select "Information Management" on the left side of the home page, and then select "Data Collection" on the right side of the page, and then select "Student & School Support" on the right side of the page. On the "Student & School Support" page, select "School Safety" in the middle of the screen to view all the documents pertaining to the *Annual Report for Discipline, Crime and Violence*. The Web address to access instructions for submission is: [http://www.doe.virginia.gov/info\\_management/data\\_collection/support/school\\_safety/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml).

Questions regarding the submission of this report may be directed to Tara McDaniel via e-mail at [Tara.McDaniel@doe.virginia.gov](mailto:Tara.McDaniel@doe.virginia.gov) or by telephone to the Office of Special Education Program Improvement at (804) 225-2715.

SRS/TM