

Virginia Department of Education  
Calendar of Data Collections for 2024-2025  
Rev August 2024

Due Date	Report Name	Contact Office	Collection Contact	Contact Phone No.	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
July 31, 2025	CTE Credentialing Collection (CTECC)	Career and Technical Education	<a href="#">Anthony Williams</a>	804-750-8163	Revised	<a href="#">Career &amp; Technical Education</a>	Both	Electronic	Annually
January 31, 2025	Title I, Part A, Comparability Report	ESEA Programs	<a href="#">Latonia Anderson</a>	804-750-8173	Same	<a href="#">Federal Programs</a>	Federal	Electronic	Annually
January 3, 2025	Count of Children Who Are Neglected or Delinquent (Title I, Part D, Subpart 1 and Subpart 2)	ESEA Programs	<a href="#">Guerine' Richardson</a>	804-750-8146	Same	<a href="#">Federal Programs</a>	Federal	Electronic	Annually
Annually in November	21st Century Community Learning Centers State Evaluation	ESEA Programs	<a href="#">Michael Courtney</a>	804-750-8605	Same	<a href="#">Title IV, Part B</a>	Federal	Electronic	Annually
October 15, 2024	Driver Education Program Approval	STEM & Innovation	<a href="#">Robin Shepherd</a>	804-418-4682	Same	<a href="#">Driver Education Data Collection</a>	State	Electronic	Annually
October 15, 2024	Laboratory FEE approval	STEM & Innovation	<a href="#">Robin Shepherd</a>	804-418-4682	Same	<a href="#">Driver Education Data Collection</a>	State	Electronic	Annually
June 30, 2025	Driver Education Status Questionnaire	STEM & Innovation	<a href="#">Robin Shepherd</a>	804-418-4682	Same	<a href="#">Driver Education Data Collection</a>	State	Electronic	Annually
June 30, 2025	Wellness Related Fitness Report	STEM & Innovation	<a href="#">Robin Shepherd</a>	804-418-4682	Same	<a href="#">Physical Education</a>	State	Electronic	Annually
September 27, 2024	Programs for the Gifted, Annual Report	Advanced Learning	<a href="#">Amanda Nevetral</a>	804-418-4693	Same	<a href="#">Gifted Programs</a>	State	Electronic	Annually
July 31, 2025	Foster Care Enrollment Report	Budgeting	<a href="#">Budget Staff</a>	804-225-2025	Same	<a href="#">Finance Data Collection</a>	State	Electronic	Annually
September 14, 2024	Annual School Report -Financial Section	Budgeting	<a href="#">Budget Staff</a>	804-225-2025	Same	<a href="#">Finance Data Collection</a>	Both	Electronic	Annually
July 22, 2025	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds	Budgeting	<a href="#">Budget Staff</a>	804-225-2025	Same	<a href="#">Finance Data Collection</a>	State	Electronic	Annually
October 31, 2024	K-3 Primary Class Size Reduction Program	Budgeting	<a href="#">Budget Staff</a>	804-225-2025	Same	<a href="#">Student Record Collection</a>	State	Electronic	Annually
July 31, 2025	Adult Education and Family Literacy Act (Federal) and General Adult Education (State) Programs	Adult Education	<a href="#">Thomas Sub</a>	804-750-8717	Same	<a href="#">Adult Education Grants &amp; Funding</a>	Both	Electronic	Annually
July 31, 2025	Integrated English Literacy/Civics Education Program Report	Adult Education	<a href="#">Thomas Sub</a>	804-750-8717	Same	<a href="#">Adult Education Grants and Funding</a>	Federal	Electronic	Annually
Discontinued for the 24-25 SY	Race to GED Program Report	Adult Education	<a href="#">Beverly Godwin</a>	804-786-7644	Removed	<a href="#">Adult Education Grants &amp; Funding</a>	State	removed	removed
April 25, 2025	Career and Technical Education Financial Report	Career and Technical Education	<a href="#">Anthony Williams</a>	804-750-8163	Revised	<a href="#">Career and Technical Education</a>	State	Electronic	Annually
Fall- December 16, 2024 EOY- August 16, 2025	Secondary Enrollment Demographic Form (SEDF)	Career and Technical Education	<a href="#">Anthony Williams</a>	804-750-8163	Revised	<a href="#">Career and Technical Education</a>	State	Electronic	2 Times a Year
August 8, 2025	Substitute Tests	Data Services	<a href="#">Allison May</a>	804-418-4697	Revised	<a href="#">SOL Substitute Test Collection</a>	Both	Electronic	Annually
Fall SRC - October 29, 2024 Spring SRC - April 25, 2025 EOY SRC - July 18, 2025 Summer SRC - August 15, 2025	Student Record Collection	Data Services	<a href="#">Brittney Kanard</a>	804-750-8107	Revised	<a href="#">Student Record Collection</a>	Both	Electronic	4 Times a Year
Summer - July 25, 2025 Fall - November 1, 2024 End-of-Year - August 15, 2025	Positions and Exits Collection	Data Services	<a href="#">Myesha Garnes</a>	804-750-8156	Both	<a href="#">Positions and Exits Collection</a>		Electronic	3 Times a Year

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Fall - December 16, 2024 EOY - August 16, 2025	Master Schedule Data Collection also includes IPAL and SEDF	Data Services	<a href="#">Dana Ratcliffe</a>	804-750-8628	Revised	<a href="#">Master Schedule Collection</a>	Both	Electronic	2 Times a Year
August 22, 2025	Educational Registry Application (ERA)	Data Services	<a href="#">Aleta Fonville</a>	804-887-7197	Same	<a href="#">Educational Registry Application</a>	Both	Electronic	Annually
Preliminary - March 14, 2025 EOY - August 15, 2025	Student Behavior and Administrative Response Collection	Data Services	<a href="#">Patricia Mealy</a>	804-750-8641	Revised	<a href="#">Student Behavior and Administrative Response Collection</a>	Both	Electronic	2 Times a Year
Mid-August 2025	Standards of Quality Compliance Data Collection	Policy	<a href="#">Erin Madden</a>	804-314-4900	Same	<a href="#">SOQ Compliance Data Collection</a>	State	Electronic	Annually
October 1, 2024	Student Data Collection for Homeless Children & Youth For Subgrantees	Student Services - Project Hope	<a href="#">Patricia Popp</a>	757-221-4002	Same	<a href="#">William &amp; Mary - Project Hope</a>	Federal	Electronic	Annually
November 15, 2024	Report of Free/Reduced Meal Applications	School Nutrition Programs	<a href="#">Sandra Curwood</a>	804-750-8613	Same	<a href="#">School Nutrition</a>	Federal	Electronic	Annually
June 30, 2025	School Nutrition Programs monthly Financial Reports	School Nutrition Programs	<a href="#">Sandra Curwood</a>	804-750-8613	Same	<a href="#">School Nutrition</a>	Federal	Electronic	Annually
July 1, 2025	School Nutrition Programs Annual Application	School Nutrition Programs	<a href="#">Sandra Curwood</a>	804-750-8613	Same	<a href="#">School Nutrition</a>	Federal	Electronic	Annually
July 31, 2025	School Nutrition Programs Annual Financial Report for July - June	School Nutrition Programs	<a href="#">Sandra Curwood</a>	804-750-8613	Same	<a href="#">School Nutrition</a>	Federal	Electronic	Annually
July 2025	Coordinated Early Intervening Services Survey	Special Education Program Improvement	<a href="#">Lisa Comfort</a>	804-750-8194	Revised 8/2024	<a href="#">Coordinated Early Intervening Services (CEIS) Survey   Virginia Department of Education</a>	Federal	Electronic	Annually
December 14, 2024	December 1 Child Count	Special Education Program Improvement	<a href="#">Lisa Comfort</a>	804-750-8194	Revised 8/2024	<a href="#">Special Education December 1 Child Count   Virginia Department of Education</a>	Federal	Electronic	Annually
December 14, 2024	Parentally Placed Private School and Homeschooled Students Survey	Special Education Program Improvement	<a href="#">Lisa Comfort</a>	804-750-8194	Revised 8/2024	Survey is part of the December 1 Child Count	Federal	Electronic	Annually
August 15, 2025	Special Education State Performance Report Indicator Data	Special Education Program Improvement	<a href="#">Jamie Sears</a>	804-418-4688	Revised 8/2024	<a href="#">Special Education Indicators   Virginia Department of Education</a>	Federal	Electronic	Annually
Late January 2025	Individuals with Disabilities Education Act Maintenance of Effort	Special Education Finance and Budget	<a href="#">Shalonda Lewis</a>	804-774-4279	Same	<a href="#">Special Education Grants and Funding</a>	State/Local	Electronic	Annually
Mid-May 2025	Special Education Excess Cost	Special Education Finance and Budget	<a href="#">Shalonda Lewis</a>	804-774-4279	Same	<a href="#">Special Education Grants and Funding</a>	Federal	Electronic	Annually
Mid-November 2024	Special Education Proportionate Set Aside	Special Education Finance and Budget	<a href="#">Shalonda Lewis</a>	804-774-4279	Same	<a href="#">Special Education Grants and Funding</a>	Federal	Electronic	Annually
September 17, 2024	Homebound Student Services	Student Services	<a href="#">Amy Edwards</a>	804-750-8695	Same	<a href="#">Homebound Instruction Services</a>	State	Electronic	Annually
September 30, 2024	Students with Intensive Support Needs Application	Special Education Finance and Budget	<a href="#">Cynthia Reid</a>	804-750-8607	New	<a href="#">Students with Intensive Support Needs Application</a>	State	Electronic	Annually
Enrollment- Mid-October 2024 Late Enrollment-January 2025 Projected- Mid-May 2025	Virginia Preschool Initiative	Early Childhood Quality and Workforce	<a href="#">Tiffanie Meehling</a>	804-750-8703	Same	<a href="#">Virginia Preschool Initiative</a>	State	Electronic	3x per year
Projection 1 March 1 -May 15 2024 Projection 2 July 1- August 15 2024 Projected 3 September 1- October 15 2024	VPI Local Criteria Waiver Application	Early Childhood Quality and Workforce	<a href="#">Tiffanie Meehling</a>	804-750-8703	Same	<a href="#">Virginia Preschool Initiative</a>	State	Electronic	3x per year
Report- Monthly Annual Certification- Sept. 2024	Crash/Incident Report & Certification of School Bus Insurance	Support Services	<a href="#">Kerry Miller</a>	804-750-8640	Same	<a href="#">Pupil Transportation   Virginia Department of Education</a>	State	Electronic	Annually

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October 31, 2024	Pupil Transportation Report	Support Services	<a href="#">Kerry Miller</a>	804-750-8640	Same	<a href="#">Pupil Transportation   Virginia Department of Education</a>	State	Electronic	Annually
August 1, 2025	School Security Equipment Grant	Support Services	<a href="#">Vijay Ramnarain</a>	804-750-8125	Revised	<a href="#">Security Equipment Grants   Virginia Department of Education</a>	State	Electronic	Annually
June 30, 2025	M-R FIX School building condition data	Support Services	<a href="#">Vijay Ramnarain</a>	804-750-8125	New	<a href="#">School Facility Construction &amp; Maintenance   Virginia Department of Education</a>	State	Electronic	Annually
August 15, 2025	Driver Critical Shortage Survey	Support Services	<a href="#">Kerry Miller</a>	804-750-8640	New	<a href="#">Pupil Transportation   Virginia Department of Education</a>	State	Electronic	Annually
June 30, 2025	Mentor Teacher Program Evaluation & Program Reports	Apprenticeships	<a href="#">Shawna LeBlond</a>	804-750-8594	Same	This pulls data from the NTDC (below).	State	Electronic	Annually
Fall 2024	New Teachers Data Collection (NTDC)	Apprenticeships	<a href="#">Shawna LeBlond</a>	804-750-8594	Same	<a href="#">https://www.doe.virginia.gov/education-update/edition-of-the-va-education-update-newsletter-new-teachers-data-collection-for-the-mentor-teacher-program-and-career-switcher</a>	State	Electronic	Annually
Fall 2024	National Board Certification Incentive Award Report	Apprenticeships	<a href="#">Shawna LeBlond</a>	804-750-8594	Same	<a href="#">National Board Certification</a>	Both	Electronic	Annually
Vacancy- August 2024 Teacher - April 2025	STEM Teacher Recruitment and Retention Initiatives	Apprenticeships	<a href="#">Shawna LeBlond</a>	804-750-8594	Revised		State	Electronic	Annually
Discontinued for the 24-25 SY	Recruitment Incentive for Public Education	Apprenticeships	<a href="#">Shawna LeBlond</a>	804-750-8594	Removed	<a href="#">Supt's Memo #176-22 Recruitment Incentive for Public Education (RIPE)</a>	State	Electronic	Was not continued for the 24-25 SY
June 30, 2025	School Health Services Survey	Student Services	<a href="#">NaKeisha White</a>	804-625-3621			State		
Spring 2025	ESSER, GEER and EANS Annual Report	Federal Pandemic Relief Programs	<a href="#">Carol Sylvester</a>	804-750-8189	Same	<a href="#">Federal Pandemic Relief Programs</a>	Federal	Form	Annually
September 2024	ESSER State	ESSER State Reporting Collection	<a href="#">Carol Sylvester</a>	804-750-8189	Same	<a href="#">Federal Pandemic Relief Programs</a>	State/Federal	Electronic	Annually through 2024
September 2024	Virginia School Survey of Climate and Working Conditions	Strategic Analysis and Research	<a href="#">Xianxuan Xu</a>	757-903-6206	Same	<a href="https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-climate-working-conditions">https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-climate-working-conditions</a>	State	Electronic	Annually
December 2024	Human Subjects Research Report	Strategic Analysis and Research	<a href="#">Xianxuan Xu</a>	757-903-6206	Same		State	Electronic	Annually
Fall 2024	Learning Needs Dashboard	Strategic Analysis and Research	<a href="#">Xianxuan Xu</a>	757-903-6206	Same	<a href="bin/legp604.exe?ses=241&amp;typ=tbl&amp;val=hb131">bin/legp604.exe?ses=241&amp;typ=tbl&amp;val=hb131</a> <a href="https://www.doe.virginia.gov/data-policy/funding/data-">https://www.doe.virginia.gov/data-policy/funding/data-</a>	State/Federal	Dashboard	Annually through July 1, 2029
July 2025	STEM Competition Grant Final Report	Office of STEM	<a href="#">Anne Petersen</a>	804-418-4739	Same	<a href="https://www.doe.virginia.gov/teaching-learning-assessment/instruction/science-technology-engineering-mathematics">https://www.doe.virginia.gov/teaching-learning-assessment/instruction/science-technology-engineering-mathematics</a>	State	Form	Annually