



COMMONWEALTH of VIRGINIA  
Department of Education

May 16, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: 2013-2014 End-of-Year Student Record Collection and Miscellaneous Statistics**

To comply with the information and reporting requirements for school report cards and performance indicators of the *Elementary and Secondary Education Act (ESEA)*, the Department of Education is conducting the End-of-Year Student Record Collection (EOY SRC) for the 2013-2014 school year.

The 2013-2014 End-of-Year Student Record Collection should reflect students' records as of the last day of the 2013-2014 school year. The End-of-Year Collection includes a Web-based entry form to collect the number of days in session as well as the number of instructional hours at each school. This year, the Career and Technical Education (CTE) Career Cluster data will be collected and reported via the EOY SRC.

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 Department of Education's Web site 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 by divisions on or before the July 18, 2014, deadline. Early submission and verification is strongly encouraged.

The End-of-Year Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) on June 13, 2014.

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

SRS/SMW/cwb