



COMMONWEALTH of VIRGINIA  
Department of Education

June 21, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Procedures for completing the 2013-2014 Educational Registry Application Data Collection**

**Due: August 30, 2013**

Information collected in the Educational Registry Application (ERA) is the Department of Education's official means of identifying schools and staff for reporting, mailings, contacts for Web-based data submissions, and the Virginia Education Directory. The school's long name is used in official announcements from the Department, the School Report Card, and certificate creation. Additionally, current contact information is used for the Superintendent of Public Instruction's communication with division superintendents. **All contact data within ERA must be kept current.**

Beginning **July 8, 2013**, updates to school division, school, and staff data can be made through the [Web-based form](#) contained in the Single Sign-on for Web Systems (SSWS) application. After all data for the school division are complete, the *Educational Registry Application Verification* and *SSWS/Application Security Review Certification* forms must be signed by the division superintendent and sent to the Department of Education by **August 30, 2013**. After this date, no further changes will be accepted to open or close a school, or to update low or high grades for the 2013-2014 school year.

Questions or comments relating to the Educational Registry Application Data Collection should be directed to Educational Applications at [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov) or by calling (804) 225-2099.

PIW/SMW/vlm