



COMMONWEALTH of VIRGINIA
Department of Education

July 19, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Master Schedule Collection – Reporting Teachers

The purposes of this memorandum are to clarify the licensing requirements for certain teachers as well as provide guidance in reporting these teachers on the [Master Schedule Collection](#).

Section [22.1-212.23](#) of the *Code of Virginia* sets forth the definition of a multidivision online provider, as well as the definitions of online courses and virtual school programs offered by such providers. [Section 22.1-212.26](#) of the *Code of Virginia* further states that teachers who deliver instruction to students through online courses or virtual school programs (from multidivision online providers) shall be licensed by the Board of Education.

The following excerpt from the Board of Education's *Standards of Accreditation*, Section [8 VAC 20-131-180 C](#), references providing instruction through emerging technologies. The reference to licensure in this regulation, however, does not apply to teachers employed by multidivision online providers who must hold a Virginia license. Also, please note that [Section 22.1-299](#) of the *Code of Virginia* requires that "all teachers regularly employed by a school board or paid from public funds must hold a license or a provisional license issued by the Board of Education."

C. Schools are encouraged to pursue alternative means to deliver instruction to accommodate student needs through emerging technologies and other similar means. Standard units of credit shall be awarded for successful completion of such courses when the course is equivalent to that offered in the regular school program and **the work is done under the supervision of a licensed teacher, or a person eligible to hold a Virginia teaching license and approved by the local school board** [emphasis added]. Verified units of credit may be earned when the student has successfully completed the requirements and passed the SOL test associated with the course. The local school board shall develop policies governing this method of delivery of instruction that shall include the provisions of [8 VAC 20-131-110](#) and the administration of required SOL tests prescribed by [8 VAC 20-131-30](#).

These requirements impact how teachers are reported in the Master Schedule Collection (MSC). Teachers employed by Virginia school boards or by multidivision online providers must be licensed and should be reported with Teacher Role Codes of 1-5 and 7-9 in the "D" record (teacher). The "E" record is not required for these teachers. [Please note that the Teacher Role Code of "0-Virtual Course (no teacher of record)" is being discontinued.] The Teacher Role Code of "6-Contract Private Provider" should not be used to report teachers employed by multidivision online providers or teachers employed by your school division. The Teacher Role Codes may be accessed at the following Web site: http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/code_values/teacher_role.pdf.

These reporting requirements will be in effect for the 2013-2014 Fall MSC.

Questions or concerns relating to the MSC should be directed to Educational Applications by e-mail at RESULTSHELP@doe.virginia.gov or by phone at (804) 225-2099.

PIW/bhc

