



#067-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #067-22**

DATE: April 1, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **2021-2022 End-of-Year Master Schedule Collection**
Due: Successful Submission July 15, 2022
Final Verifications August 12, 2022

In order to comply with federal and state reporting requirements, school divisions and select regional programs are required to submit data for the End-of-Year Master Schedule Collection (EOY MSC).

The EOY MSC includes

- Course-level data by student and teacher for all students in grades PreK-12. For grades 6-12, final grade reporting is required. This data should reflect information for fall 2021, spring 2022, and summer 2022;
- SCED Codes to identify AP and IB Course, Dual Enrollment Flag, and Work-based Learning Codes to capture data needed to evaluate the Career, College, and Civic Readiness Indicators (CCCRI) for state accreditation.

Important Update

- Information on students served with public funds in private day or residential special education centers must be reported on the MSC. The 2021 Appropriation Act, [Chapter 552, Item 138.G.6.](#), requires the validation of teacher licenses and endorsements for private special education placements. Hence, private special education teachers must be reported by license number on the D record of the MSC.

Student Enrollment Demographic Form (SEDF) Data

The Student Enrollment Demographic Form (SEDF) data, required by the Office of Career, Technical and Adult Education (OCTEA), is included in the MSC reporting. SEDF data is used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. The final summary reports will be available through the SEDF application in the Single Sign-on for Web Systems (SSWS) portal, but data collection will be exclusively through the MSC application.

School divisions must have a successful submission of the End-of-Year Master Schedule Collection **no later than July 15, 2022**. Division superintendents must electronically approve the verifications through the Superintendent Data Collection Approval (SDCA) no later than **August 12, 2022**. Early submission is strongly encouraged.

A detailed listing of the data elements on the End-of-Year [Master Schedule Collection](#) are available on the Virginia Department of Education's website.

The EOY Master Schedule Collection will be open and accessible through the [Single Sign-on for Web Systems](#) (SSWS) portal on **Monday, May 9, 2022**.

For more information

Questions or concerns relating to the technical submission of the report may be directed to resultshelp@doe.virginia.gov.

Questions regarding the CTE Student Enrollment Demographic Form should be directed to the Office of Career, Technical, and Adult Education, by email at cte@doe.virginia.gov or telephone at (804) 225-2052.

Questions regarding the career and technical education SOQ add-on funding should be directed to the Budget Office by email at doebudgetoffice@doe.virginia.gov or telephone at (804) 225-2025.

JB/SW/dmr