



**#106-22**

**Commonwealth of Virginia**  
**Virginia Department of Education**  
**Superintendent's Memo #106-22**

DATE: May 27, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Authorization of Signatures in Absence of Division Superintendent**

Local school boards may designate other personnel to sign or authorize Department of Education documents in the absence of the division superintendent. There is no restriction on the period of time that an individual can be approved as a designee. The Department of Education must be notified of such local board action and the authorized signature must be on file in the Department before requests for reimbursements or other official actions that would normally require the division superintendent's signature can be processed.

When a designee authorization expires, a new form must be completed to re-establish signature authority. [Online Management of Education Grant Awards](#) (OMEGA) access is impacted when a designee authorization expires. Once a designee's authorization expires, OMEGA access automatically terminates on that date. Please be advised that it is not necessary to resubmit authorization for existing designees that are not expiring this school year.

To identify authorized designees, a Web form is included as a part of the Educational Registry Application (ERA) data collection accessible via [Single Sign-on for Web Systems](#) (SSWS). After identifying the authorized person(s), print the "Authorization of Signatures" form, enter the respective authorization expiration date(s), and obtain the required signatures and the seal of the Clerk of the School Board to establish signature authorization.

If the person(s) authorized to sign Department documents should change at any time throughout the school year, a new form must be completed and mailed to the Department of Education.

Please mail the completed form to the Department of Education at the following address:

Educational Applications  
Office of Educational Information Management  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120

### For more information

If you have questions, please contact the Office of Data Services at [resultshelp@doe.virginia.gov](mailto:resultshelp@doe.virginia.gov).

JB/SMW/dad