# Superintendent’s Memo #019-21

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 26, 2021

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Weekly Reporting Request Related to Provision of COVID-19 Vaccinations

The Virginia Department of Education (VDOE) recognizes the limited availability of the COVID-19 vaccine supply and the different approaches necessitated within each health district and division. The VDOE is requesting weekly reports from local school divisions regarding the provision of vaccinations to school staff. This weekly survey is intended to provide the state with timely information and may inform statewide strategies and interventions as well as support needed by local school divisions on the provision of vaccines and related issues.

First Vaccination Report Due: Noon on January 29, 2021

* The first of the [Vaccination Reporting Surveys](https://www.surveymonkey.com/r/vaccineVA) is now available.
* Divisions must submit their report each Friday by noon with the first report due by noon on January 29, 2021.
* Information submitted should reflect the status of the division as of Wednesday of each week, thus the first week is as of January 27, 2021.
* A list of the questions in the vaccination report survey is attached for reference; however, the survey must be completed through the link provided above.

The results of the survey are intended to inform the Department of Education’s understanding of the needs of local school division personnel regarding availability and progress of staff receiving the vaccine. This survey is not meant to evaluate or compare local school divisions as many factors impact the ability to access, provide, and collect data on staff receiving the vaccine.

Questions regarding the survey may be directed to the Office of Policy at (804) 225-2092, or [policy@doe.virginia.gov](mailto:policy@doe.virginia.gov). Questions regarding the availability of the vaccine can be directed to the [Virginia Department of Health](https://www.vdh.virginia.gov/covid-19-vaccine/) at (877) 275-8343. Local school divisions should also be encouraged to communicate with their local or district health department regarding questions or concerns related to availability of vaccines as vaccination events will depend on the number and availability of doses.

JFL/SMH

### Attachment

A. [School Division Survey: COVID-19 Vaccine Distribution](http://www.doe.virginia.gov/administrators/superintendents_memos/2021/019-21a.docx)