



#173-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #173-21**

DATE: June 25, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **2020-2021 SOQ Compliance and Other Certifications Data Collection**

Each year, in accordance with § [22.1-18](#) of the *Code of Virginia*, the Board of Education's annual report to the General Assembly includes the level of local school board compliance with the [Standards of Quality](#) (SOQ). In addition, other statutory, regulatory, and budgetary provisions also require annual certifications or responses from each school division. The information needed to fulfill these requirements is collected annually through the [SOQ Compliance and Other Certifications Data Collection](#).

Dates for Completion

- **July 1, 2021** - The 2020-2021 SOQ Compliance application will be available through the [Single Sign-On for Web-based Systems \(SSWS\)](#) portal Thursday, July 1, 2021.
- **August 6, 2021** - All school divisions must complete data submission via the SSWS portal no later than Friday, August 6, 2021.
- **August 20, 2021** - The "SOQ Compliance Verification Report" must be printed, signed by both the local superintendent and school board chair, scanned, and emailed to policy@doe.virginia.gov by Friday, August 20, 2021.

New Questions for the 2020-2021 School Year

The General Assembly has directed the Virginia Department of Education (VDOE) to develop and implement a pilot program related to the SOQ Compliance Data Collection. This pilot program will help VDOE to more comprehensively supervise school division compliance with a subset of key standards. More detail on the pilot program can be found in [Item 143.J](#) of the 2021 Appropriation Act.

As part of the pilot, some additional questions have been added to this year's data collection. These "Supplemental SOQ Questions" are part of the pilot program and designed to provide additional insight as to how divisions comply with certain standards. **Please note that the Supplemental SOQ Questions do NOT impact the division's compliance status.** In other words, answering "no" to these questions will not render a division as noncompliant. These questions are simply to gather information on how divisions are complying with certain standards.

All questions in the data collection that are new or have been updated, including the Supplemental SOQ Questions, are highlighted in yellow in Attachment A.

Instructions for Completing the Data Collection

Data Submission in SSWS

First, complete the data entry in the SOQ Compliance application in SSWS by August 6, 2021.

The application includes two sections:

- Section One: SOQ Standards - any reported noncompliance in this section requires a written corrective action plan in the text box accompanying.
- Section Two: Other Required Reporting - all text boxes in this section must include either a substantive response or "Not applicable."

The SOQ Compliance application will lock after you submit all data and click the "Finish" button. The application will also lock automatically after the submission deadline of August 6, 2021. To request your division's application be unlocked, you must email the Policy Office at policy@doe.virginia.gov.

Verification Report

Once the data submission is complete in SSWS, the division superintendent and school board chair must sign the “SOQ Compliance Verification Report.” This verification report can be printed by selecting “Reports” from the menu on the right side of the screen in SSWS.

After signatures are obtained, scan and email the verification report to the Policy Office at policy@doe.virginia.gov. Please note that real signatures are required; electronic signatures will not suffice for this certification.

For more information

Please direct any questions regarding the SOQ Compliance data collection to the Policy Office at policy@doe.virginia.gov or (804) 225-2092.

JFL/EMC

- A. Attachment: [Complete List of Questions Included in the 2020-2021 SOQ Compliance and Other Certifications Data Collection](#) (DOCX)