#177-21

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #177-21

DATE: July 2, 2021

TO: Division Superintendents

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

SUBJECT: **Procedures for Completing the 2021 - 2022 Educational Registry Application**
                    Data Collection

Information collected in the Educational Registry Application (ERA) is the Virginia Department of Education's (VDOE) official means of identifying schools and staff for mailings, contacts for Web-based data submissions, and the Virginia Educational Directory. Items of particular importance include the superintendent contact information used for official communication with division superintendents, school-year calendar information, and the schools' long name used in the School Quality Profiles, certificate creation, and official announcements from the Department.

This year, a Data Analytics option has been added to the list of products and vendors. Data Analytics was previously combined with Learning Management System, but is now a separate product. The vendor data is a choice on the Division menu.

School divisions should also ensure that class schedules are valid and accurate. The Class Schedule can be found on the School Details page. This information is currently displayed in the Virginia Public School Directories and will also be displayed in the School Quality Profiles. If there are class schedule types that are not currently available in ERA, please contact the Office of Data Services at ResultsHelp@doe.virginia.gov.

School divisions are asked to keep the ERA current throughout the school year since VDOE relies on this data for communications to school divisions.

Beginning July 6, 2021, updates to school division, school, and staff data can be made through the Educational Registry Application (ERA) [Web-based form](#) in the Single Sign-on for Web Systems (SSWS) portal.

The *Educational Registry Application Verification* form must be submitted by the division superintendent through the Superintendent Data Collection Approval (SDCA) Application by August 20, 2021.

For more information

Questions or comments relating to the Educational Registry Application Data Collection should be directed to the Office of Data Services at ResultsHelp@doe.virginia.gov.

JFL/SMW/dad