



#209-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #209-21**

DATE: August 6, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: Intensive Support Needs Application Due September 30, 2021

The purpose of this memo is to provide information for the submission of the Students with Intensive Support Needs Application (SISNA) to the Virginia Department of Education (VDOE) by 5 p.m. on September 30, 2021. The following details provide guidance for school divisions in submitting a successful application.

- 1) The SISNA excel workbook application, instructions, and resources are available on the [Single Sign-on for Web Systems](#) (SSWS) portal.
- 2) Please contact your local school division SSWS contact to ensure access to the portal.
- 3) A pre-recorded training session for downloading, completing, and submitting the application will be available for school divisions by accessing the SISNA section of the SSWS webpage.
- 4) The completed application and required attachments should be uploaded through the SSWS portal.
- 5) Question and Answer Sessions will be held for each Superintendent's region. An Assistant Superintendent Email from Dr. Samantha Hollins will be sent to all Special Education Directors with exact dates, times, and the links to the virtual ZOOM sessions. These sessions will be held on the following dates and times:

- Region one will be August 17, 2021, Tuesday, at 10 a.m.
- Region two will be August 17, Tuesday, at 1 p.m.
- Region three will be August 18, 2021, Wednesday, at 10 a.m.
- Region four will be August 18, 2021, Wednesday, at 1 p.m.
- Region five will be August 19, 2021, Thursday, at 10 a.m.
- Region six will be August 19, 2021, Thursday, at 1p.m.
- Region seven will be August 24, 2021, Tuesday, at 10 a.m.
- Region eight will be August 24, 2021, Tuesday, at 1 p.m.

For more information

If you have any questions, please contact Cynithia Reid, Special Education Financial Intensive Support Analyst, by email at Cynithia.Reid@doe.virginia.gov or Paul Raskopf, Tuition Reimbursement Program Assistant, by email at Paul.Raskopf@doe.virginia.gov.

JFL/SMH/tlc