



**#266-21**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #266-21**

DATE: September 17, 2021  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction  
SUBJECT: **2021 Fall Master Schedule Collection: 1) Student Enrollment Demographic Form (SEDF) Data; 2) Instructional Personnel and Verification of Licensure Endorsement Report**

In order to comply with federal reporting requirements, school divisions are required to submit data for the Fall Master Schedule Collection (MSC) that includes the following:

- Student Enrollment Demographic Form (SEDF); and
- Instructional Personnel and Verification of Licensure Endorsement Report (IPAL).

The Fall MSC will include course-level data by student and teacher for all students in grades PreK-12. This data should reflect grade-level or course information for all classes being taught or will be taught during the 2021-2022 school year.

The Student Enrollment Demographic Form (SEDF) data will be collected through MSC. Data collected on the SEDF are used to generate the number of Career and Technical Education (CTE) positions recognized for funding under the Standards of Quality (SOQ), based on the current SOQ funding methodology adopted by the General Assembly.

- Questions relating to the 2021 Fall MSC-IPAL should be directed to the Office of Data Services by email at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov).

The VDOE staff member responsible for each specific area content within the Fall MSC is provided below, along with the staff member's contact information. If you have questions regarding any of this content, please contact the appropriate staff member.

## Student Enrollment Demographic Form (SEDF) Data

The Student Enrollment Demographic Form (SEDF) data, collected by the Office of Career, Technical, and Adult Education (OCTEA), will be reported through the MSC. SEDF data are used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. The final summary reports will be available through the SEDF application in the Single Sign-on for Web Systems (SSWS) portal, but data collection will be completed exclusively through the MSC.

- Questions regarding the CTE Student Enrollment Demographic Form should be directed to George Willcox, Director of Operations and Accountability Office of Career, Technical, and Adult Education, by email at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or telephone at (804) 225-2052.
- Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office by email at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) or telephone at (804) 225-2025.

## Instructional Personnel and Verification of Licensure Endorsement (IPAL) Report

The Instructional Personnel and Verification of Licensure Endorsement Report should reflect a “snapshot” of your school division's personnel as of October 1, 2021. Please remember that data corrections will not be available in the Instructional Personnel (IPAL) application. Data corrections must be made at the source of the data and resubmitted through the Fall Master Schedule Collection application.

You must report all school-level instructional personnel. Please ensure that substitute teachers are identified by the appropriate role type in your submission. In addition, please note that Pre-Kindergarten teachers must be entered in the MSC for any class with Pre-Kindergarten students.

All requests for licenses should have been submitted to the Division of Teacher Education and Licensure to ensure that all instructional personnel are properly licensed as required by Section 22.1-299 of the *Code of Virginia*. The Fall MSC identifies verified credit courses for high school graduation. The teacher of record for these courses must hold a Virginia license with the appropriate content endorsement. If you have questions or need assistance with the licensing of your employees, please contact personnel in the Division of Teacher Education and Licensure.

Also, the Office of Special Education Instructional Services requests that all special education student-teacher linkages be reported on the Fall MSC-IPAL, including those where special education resource teachers are supporting content area teachers in a classroom. Questions regarding teachers of students with disabilities and their students should be directed to Dr. Zenia Burnett, Director, Special Education Instructional Services, via email at [Zenia.Burnett@doe.virginia.gov](mailto:Zenia.Burnett@doe.virginia.gov) or telephone at (804) 225-2707.

In order for the Virginia Department of Education (VDOE) to comply with federal requirements, all school divisions must have a successful submission of the Fall Master Schedule Collection no later than **December 3, 2021**. Superintendents must electronically approve the verifications through Superintendent Data Collection Approval (SDCA) no later than **January 31, 2022**. Early submission is strongly encouraged.

A detailed listing of the [data elements](#) on the Fall MSC-IPAL is available on the VDOE's website.

The Fall Master Schedule Collection will be open and accessible through [Single Sign-on for Web Systems \(SSWS\) portal](#) on **October 18, 2021**.

- Questions regarding licensure should be directed to Maggie M. Clemmons, Director of the Office of Licensure and School Leadership, by emailing [Maggie.Clemmons@doe.virginia.gov](mailto:Maggie.Clemmons@doe.virginia.gov) or telephone at (804) 371-2476.
- Questions or concerns relating to the technical submission of the report may be directed to [RESULTSHelp@doe.virginia.gov](mailto:RESULTSHelp@doe.virginia.gov).