# Superintendent’s Memo #084-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 12, 2019

TO: Division Superintendents

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

## SUBJECT: 2018-2019 End-of-Year Master Schedule Collection

##  Due: Successful Submission August 16, 2019

##  Final Verifications September 13, 2019

In order to comply with federal reporting requirements, school divisions are required to submit data for the End-of-Year Master Schedule Collection (EOY MSC).

The EOY MSC will include course-level data by student and teacher for all students in grades PreK-12. For grades 6-12, final grade reporting is required. This data should reflect information for fall 2018, spring 2019, and summer 2019.

The Secondary Enrollment Demographics Form (SEDF) data, collected by the Office of Career, Technical, and Adult Education, will be reported through the MSC. The SEDF data are used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. The final summary reports is 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.

In order for the Virginia Department of Education (VDOE) to comply with federal requirements, all school divisions must have a successful submission of the End-of-Year Master Schedule Collection **no later than August 16, 2019**. Superintendents must electronically approve the verifications through Superintendent Data Collection Approval (SDCA) no later than **September 13, 2019**. Early submission is strongly encouraged.

A detailed listing of the data elements on the End-of-Year [Master Schedule Collection](http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml) are available on the Virginia Department of Education’s website.

The EOY Master Schedule Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on **Friday, May 20, 2019.**

Questions or concerns relating to the 2018-2019 EOY MSC should be directed to Educational Applications at RESULTSHELP@doe.virginia.gov. Questions regarding the SEDF should be directed to George Willcox, Director, Office of Career, Technical, and Adult Education, at cte@doe.virginia.gov. Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office at doebudgetoffice@doe.virginia.gov.

JFL/SMW/lmc