# Superintendent’s Memo #137-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: June 14, 2019

TO: Division Superintendents

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

## SUBJECT: Procedures for Completing the 2019-2020 Educational Registry Application Data Collection

##  Due: August 23, 2019

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, there is a new report that verifies the School Nutrition Programs Coordinator’s contact information. This report is located under the Reports tab in the application and should be sent directly to School Nutrition Programs.

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

Beginning **July 8, 2019,** updates to school division, school, and staff data can be made through the Educational Registry Application (ERA) [Web-based form](https://p1pe.doe.virginia.gov/ssws/login.page.do) 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) by **August 23, 2019**.

Questions or comments relating to the Educational Registry Application Data Collection should be directed to Educational Applications at Resultshelp@doe.virginia.gov.

JFL/alm

### Attachment