# Superintendent’s Memo #152-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: June 28, 2019

TO: Division Superintendents

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

## SUBJECT: 2018-2019 SOQ Compliance and Other Certifications Data Collection

Each year, in accordance with § [22.1-18](https://law.lis.virginia.gov/vacode/22.1-18/) of the *Code of Virginia*, the Board of Education’s annual report to the General Assembly includes the level of local school board compliance with the [*Standards of Quality*](https://law.lis.virginia.gov/vacode/title22.1/chapter13.2/)(SOQ).  In addition, other statutory, regulatory, and budgetary provisions also require annual certifications or responses from each school division. The information needed to fulfill these requirements is collected annually through the [SOQ Compliance and Other Certifications Data Collection](http://www.doe.virginia.gov/info_management/data_collection/soq_compliance/index.shtml).

### Dates for Completion

* **July 1, 2019** –The 2018-2019 SOQ Compliance application will be available through the Single Sign-On for Web-based Systems (SSWS) portal beginning Monday, July 1, 2019.
* **August 2, 2019** – All school divisions must complete data submission via the SSWS portal no later than Friday, August 2, 2019.
* **August 16, 2019** – The “SOQ Compliance Verification Report” must be submitted to the Policy Office at VDOE by Friday, August 16, 2019.

### Instructions for Completion

***Data Submission*** – First, complete the data entry in the SOQ Compliance application in SSWS by August 2, 2019. This includes two sections:

* “Section One: SOQ Standards” – this section requires a written corrective action plan in the accompanying text box for any element of noncompliance.
* “Section Two: Other Miscellaneous Reporting Requirements” – this section does not permit empty text boxes. All text boxes must include either a substantive response or the term “Not applicable.”

The application window will lock after you submit all data and click the “Finish” button and/or after the submission deadline of August 2, 2019. Once locked, access to the SOQ Compliance application requires contact with the Policy Office at the phone number or email address provided below.

***Verification Report*** – Once the data submission is complete in SSWS, the division superintendent and school board chair must sign the signature page of the “SOQ Compliance Verification Report”. (This verification report can be accessed by selecting “Reports” from the menu on the right side of the screen in SSWS.) After signatures are obtained, please scan and submit via email the entire four-page verification report to the Policy Office at policy@doe.virginia.gov.

### New/Amended Questions for 2018-2019

Please note the following new questions for the 2018-2019 SOQ Compliance and Other Certifications Data Collection:

#### Section One: SOQ Standards

* Standard One – B.4.
	+ This new certification regards the requirement that each school division must require each middle school student to take at least one course in career investigation or select an alternate means of delivering the career investigation course to each middle school student.
	+ This requirement is new for the 2018-2019 school year.
* Standard One – D.1.(n)
	+ Standard One requires school divisions to implement a plan to notify students and their parents of the availability of dual enrollment and advanced placement classes; career and technical education programs, including internships, externships, apprenticeships, credentialing programs, certification programs, licensure programs, and other work-based learning experiences; the International Baccalaureate Program and Academic Year Governor's School Programs; the qualifications for enrolling in such classes, programs, and experiences; and the availability of financial assistance to low-income and needy students to take the advanced placement and International Baccalaureate examinations.
	+ This requirement was expanded for the 2018-2019 school year to specify that career and technical education programs include “internships, externships, apprenticeships, credentialing programs, certification programs, licensure programs, and other work-based learning experiences.”
* Standard One – D.1.(t)
	+ Beginning with the 2018-2019 school year, Standard One requires school divisions to implement a program of physical activity available to all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week during the regular school year and available to all students in grades six through 12 with a goal of at least 150 minutes per week on average during the regular school year. Such program may include any combination of (i) physical education classes, (ii) extracurricular athletics, (iii) recess, or (iv) other programs and physical activities deemed appropriate by the local school board. Each local school board shall implement such program during the regular school year.
	+ Previously, this provision required school divisions to implement a program of physical fitness available to all students with a goal of at least 150 minutes per week on average during the regular school year.

#### Section Two: Other Miscellaneous Reporting Requirements

* Year-Round School
	+ This question is new this year and applies only to school divisions that have been previously approved by the Board to operate a year-round instructional program in one or more schools (previously referred to as an innovative or experimental program).
* School Accountability
	+ Part four of this question has been amended to include certification that school divisions are complying with the required actions associated with each school quality indicator performance level for accreditation, in accordance with [8VAC20-131-400](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/section400/) of the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, which became effective beginning with the 2018-2019 school year.
* Math and Reading Specialists
	+ This question has been updated to reflect the new accreditation provisions in the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, which became effective beginning with the 2018-2019 school year.

### Pre-Labor Day Waiver Certifications

Effective July 1, 2019, it is no longer necessary for school divisions to seek waivers to begin the school year prior to Labor Day, except for certain divisions providing year-round instructional programs. Accordingly, the portion of the SOQ Compliance and Other Certifications Data Collection addressing Pre-Labor Day waivers has been eliminated.

For divisions providing year-round instructional programs, the Board of Education may waive the requirements in § [22.1-79.1](https://law.lis.virginia.gov/vacode/22.1-79.1/) of the *Code* for the year-round school(s). This waiver applies only to the school calendar for those schools where such year-round instructional programs are offered. The certification for this waiver is now included in “Section Two: Other Miscellaneous Reporting Requirements” under the title “Year-Round School.”

### Questions

Please direct questions regarding the SOQ Compliance and Other Certifications Data Collection to the Policy Office at (804) 225-2092 or policy@doe.virginia.gov.

JFL/EMM

### Attachment

1. [Complete list of questions included in the 2018-2019 SOQ Compliance and Other Certifications Data Collection](http://www.doe.virginia.gov/administrators/superintendents_memos/2019/152-19a.docx)