# Superintendent’s Memo #153-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: July 12, 2019

TO: Division Superintendents

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

## SUBJECT: Homebound Instruction Services Data Reporting

The Homebound Instruction Services Data Reporting for school year 2018-2019 will be collected through the Single Sign-On for Web Systems (SSWS) portal. The data requested will include each homebound teacher’s license number, hourly rate of payment, and number of hours worked. In addition, in order to process any online instruction reimbursements, the license number of the teacher monitoring online homebound instruction will be needed.

The data must be submitted electronically through [SSWS](https://p1pe.doe.virginia.gov/ssws/login_page.do). The window will be open for submission of reports from August 12, 2019, through September 13, 2019. Please note that any data entered before the initiation date will be lost when the system opens. It is critical that school divisions meet the September 13 deadline for submission of this report to ensure timely reimbursement from fiscal year 2020 state funds. Individuals who will be entering data, but who do not have a current homebound password, will need to obtain one by contacting the SSWS Account Manager designated for their respective school division.

All reporting is done electronically. A printed report mailed to the Virginia Department of Education is no longer required.

If you have any questions, please contact Amy Edwards, by telephone at (804) 692-0150, or by email at Amy.Edwards@doe.virginia.gov.

JFL/AE/rge