# Superintendent’s Memo #170-19

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: July 19, 2019

TO: Division Superintendents

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

## SUBJECT: 2019-2020 Student Record Collection

To comply with the information and reporting requirements for report cards and performance indicators of the *Every Student Succeeds Act* (ESSA), the Virginia Department of Education (VDOE) will be conducting the Student Record Collection for the 2019-2020 school year.

Beginning with the 2019-2020 school year, the Student Record Collection (SRC) will implement the following changes:

* Retired Data Elements:
  + NAEP Homeroom Identifier
  + Unexcused Absences
  + MOP flag
  + MOP Number of Classes
  + Credit Accommodation Flag
  + Attendance Plan Code
  + Attendance Conference Code
  + Court Referral or Proceedings Filed Code
* New Data Elements:
  + Unexcused Absence – Truancy
  + Unexcused Absence – Locally Defined
  + Attendance Plan Code 2019
  + Attendance Conference Code 2019
  + Court Referral Code 2019
  + Early Intervening Services Flag (IDEA Part B)
  + Seclusion (for Students with Disabilities served at a private school)
  + Restraint (for Students with Disabilities served at a private school)
  + Locally Awarded Verified Credits
  + Special Permission Locally Awarded Verified Credits
  + Credit Accommodation Codes
  + Intensive Support Services Code (formerly known as the special education regional tuition reimbursement program)

To assist school divisions with the changes, a webinar for SIS vendors is scheduled for Wednesday, July 24, 2019, at 1 p.m.

Additional information regarding the 2019-2020 data elements on the SRC can be found on the [Student Record Collection](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml) webpage.

Questions or comments relating to the Student Record Collection should be directed to Educational Applications at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov).

Questions or comments relating directly to the *Regulations Governing the Collection and Reporting of Truancy Related Data and Student Attendance Policy* should be directed to the Office of Student Services at [Michael.Gregory@doe.virginia.gov](mailto:Michael.Gregory@doe.virginia.gov), 804-225-2071.

Questions or comments relating directly to Coordinated Early Intervening Services should be directed to the Department of Special Education and Student Services at 804-786-8079.

Questions or comments relating directly to Seclusion or Restraint in accordance with the *Regulations Governing the Operation of Private Schools for Students with Disabilities* should be directed to the Office of Facilities and Family Engagement at [Hank.Millward@doe.virginia.gov](file:///\\WCS02021\groupdir\Information%20Management\Student%20Record%20Collection\2019-2020%20SRC%20Materials\Hank.Millward@doe.virginia.gov), 804-371-0525.

Questions or comments relating directly to Special Permission Locally Awarded Verified Credits or Credit Accommodations in accordance with the *Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities* should be directed to the Office of Program Improvement, [Jeff.Phenicie@doe.virginia.gov](mailto:Jeff.Phenicie@doe.virginia.gov), 804-225-3252.

Questions or comments relating directly to Intensive Support Services should be directed to the Office of Special Education Finance and Budget at [Angel.Lee@doe.virginia.gov](mailto:Angel.Lee@doe.virginia.gov), 804-225-2043.

JFL/SMW/mll