# Superintendent’s Memo #170-19


**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.

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, 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:///%5C%5CWCS02021%5Cgroupdir%5CInformation%20Management%5CStudent%20Record%20Collection%5C2019-2020%20SRC%20Materials%5CHank.Millward%40doe.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, 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, 804-225-2043.

JFL/SMW/mll