# Superintendent’s Memo #189-19

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

DATE: August 2, 2019

TO: Division Superintendents

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

## SUBJECT: 2018-2019 Summer Student Record Collection – Due: August 23, 2019

The 2018-2019 Summer Student Record Collection (SRC) reflects both summer school graduate and Career and Technical Education (CTE) Finisher information. Only graduates who earned a diploma during summer school should be included in the 2018-2019 Summer SRC.

Remedial Summer School participation data is also included in the Summer SRC. Elementary and Secondary Remedial Summer School participation will be entered through the Division Level Miscellaneous Collection section of the Summer SRC application.

Every school division must complete a summer submission in order to generate the Final Term Graduate Report. The Final Term Graduate Report shows data that will be reported for your division. A detailed listing of the data elements on the student record collection and instructions for completing and submitting the data can be found on the [Student Record Collection](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml) webpage.

Data are required by the Virginia Department of Education (VDOE) on or before the closing date of August 23, 2019. Early submission and electronic verification are strongly encouraged as the VDOE intends to publicly release final graduation data on September 30, 2019. The Summer Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal starting August 1, 2019.

Questions or comments relating to the 2018-2019 Summer Student Record Collection should be directed to Educational Applications at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov).

JFL/SMW/ml