**2022-2023 Regional Center Webinar**

**How do we register for the Tuesday Telegram?**

The Division SSWS Admin assign staff that will receive the Tuesday Telegram.   
The division SSWS Admin will:  
Under the Single Sign-on for Web System (SSWS Admin) application, click the plus sign to expand the menu under the Staff link.  
Tuesday Telegram is at the bottom of the expanded list.  
Check the box to "Include" next to the staff members name then Save.

**Will we receive a copy of the notes from this Webinar?**

Yes, the notes with the slides will be in the Tuesday Telegram and posted on the MSC webpage.

**Is this a new procedure for regional centers? Normally they would send each division a file to be merged with their data.**

This will be new for some regional centers. Beginning with the 2022-2023 SY, regional centers that are full or partial day Governor's, CTE, STEM and STEM H centers will report MSC data to VDOE. Alternative education and special education regional centers will report MSC data starting in the 2023-2024 school year.

**An instructor from the community college is teaching a section or two of a class, how do we report that?**

Report the teacher using an E record. The E record is for reporting non-licensed teachers and vendors that provide educational services. A community college instructor would fall into this category.

**I service 7 divisions/13 base high schools... will I need to get state testing id numbers and local student id numbers from each school?**

Yes, a student's STI is required. The local student number is optional but VDOE encourages reporting ID.

**Would the EOY include summer data from last year, or the upcoming summer term?**

Report summer data for the current school year on the EOY MSC. Only students that take summer courses for high school credit or required for promotion in grades K-8 should be included in the EOY MSC.

**Could you provide that link in the chat for the MSC website?**

MSC website URL https://www.doe.virginia.gov/info\_management/data\_collection/master\_schedule\_collection/index.shtml

**Do you have any specific advisement for private schools for special education placement reporting this information to the individual LEA's they work with?**

Private schools for special education placement and LEAs should work together to develop a process to follow. The Data File Template is available along with other resources on the MSC website.

**Is this new reporting method expected for EOY 21-22 or will this start for Fall 22-23? Our regional center is set up as three different districts; does this mean I will report three MSC reports?**

Some regional centers reported data in the 2021-2022 school year. Any regional center that is not currently reporting will be required to do so in the 2022-2023 school year.

**If the regional centers are reporting a division's students who attend the regional center, does the division need to calculate the Regional % of time on EOY for those students?**

MSC does not collection percent of time. The percent of time is reported on the SRC and the calculation has not changed.

**Is the Local Provider ID the regional number or the number of the LEA?**

The Local Provider ID is the locally assigned number to the staff member by the LEA or regional center.

**If it is for the upcoming summer term, how can we get a successful submission by 7/15 if summer school does not end until the end of July?**

Report the grade the student has earned at the time the data is submitted. A successful submission is due July 15, 2022 and the verification process must be completed no later than Aug 12th. LEAs and regional centers can continue to submit files to VDOE after July 15th being mindful to keep a successful submission status. Please remember, the verification process must be completed no later than Aug 12th.

**Since we will collect and report STIs, do we need to collect and use the school divisions' local student number or can we assign our own local student number and use those?**

Since we will collect and report STIs, do we need to collect and use the school divisions' local student number or can we assign our own local student number and use those?

**Whom do I contact to get the assigned DOE number for a regional program?**

Email ResultsHelp@doe.virginia.gov to requesting a list

**Please review the SPED slide from the first webinar if possible. We are concerned about SCED codes being difficult to match due to multiple grade levels taught within a single class.**

Multiple courses can be taught during the same class period. Report a different Section ID and the correct SCED for each course. If Mr. Smith teaches Reading grades 3, 4 and 5 during the same class period each course grade level should be reported with the correct SCED in the C Record.

**You are getting ready to show us about converting a file for purposes of uploading. Is that something for private school for special education placement providers as well? It sounds like we ONLY provide information to our localities who will upload it.**

Private schools for special education placement will only provide data to the LEA. It's a good process to know in case the LEA wants the data in a tab delimited format.

**Since there is no B record in the EOY report, how are we to report new teachers?**

The EOY MSC will require the teacher's license number and Local ID in the D Record (sections). No other teacher data is needed for the EOY MSC.

**We have teachers that are ONLY hired in the Spring. How should they be reported?**

Staff hired in the spring who didn’t provide instruction in the current school year should not be included in the EOY MSC.

**What is the difference in reporting for regional centers verses private schools for special education placement?**

Starting with the 2022-2023 SY, all regional programs that are publically funding will be reporting MSC data. LEAs will continue to report Private schools for special education placement data in their MSC submission.