**2022-2023 Kickoff Webinar Q & A**

**Is teacher years of experience supposed to be null/blank for private day schools?**

The years of experience data elements should be left blank when reporting private day school teachers. The First Year Teacher flag is a required field and must be reported.

**Do we report out of district students if they are paying to take class via our Virtual school?**

Yes, the division or center offering the course is responsible for reporting the student. A student's whole academic experience should be reported.

**Where do we put enrollment information for Edgenuity registrations?**

The Office of Data Services does not collection Edgenuity registration information.

**How are we handling collaborative course with more than one teacher?**

A Teacher Role Code of #1- lead teacher or #5- long term sub is required on all sections. Collaborative or co-teachers should be reported with codes 2, 3, or 4.

**We have a virtual school, but it's not a MOP**

Code #1 (Virtual Only; school sponsored) should be reported for the Remote Course Indicator data element in the F record.

**Are catholic schools regarded as private day schools if a parent chooses to send their students there?**

Catholic schools are not private day schools; Private day schools are VDOE licensed schools and have an assigned school number. Unless the school division’s IEP team sends a student and pays for a student to attend a catholic school, it would not be reported.

**During the summer, especially, student's from other district pay to take a Virtual Loudoun Class.** **Sometimes this occurs during the regular school year, as well.**

In cases like this, Loudoun County will report the students. The LEA or Regional Center offering the course is responsible for reporting the course, teacher and student.

**Is MOP teacher licensure information needed for the Fall MSC?**

MOP teachers are required to hold a valid Virginia teaching license that should be reported in the B record. MOP teachers should not be reporting using an E record.

**Are we supposed to be including Homebound and or homeschooled student data as well?**

Homebound students should be reported on the MSC since they are enrolled in the LEA. Approved homeschool students, parents provide the education should not be reported on the MSC. The exception is when a homeschool student enrolls in 1 or more classes offered by the LEA.

**Privates Residential Facilities can also report zeroes for social security numbers if the teacher asks, correct? You said only** **private day, but I assume that also means residential facility schools. Is that right?**

Residential placements are considered private day schools and should be reported by the LEA with the same reporting rules.

**If a student attends a Governors academy in Richmond, but we are not Richmond, do we include the** **student on our MSC?**

Regional Governor’s Schools will report their own teachers, courses, and students. The Responsible Division data element in the F record will be required. The division will report courses taught by the LEA.

**For Private day schools- Is the Responsible division the LEA?**

The Responsible Division data element in the F record will not be required since the division is reporting private day school students.

**Do Out of state placements for private day or residential schools (all tuition paid by LEA) follow the** **same rules as in-state private day, but uses the E records for the “Staff”?**

Out of state teachers should be reported using an E record. Virginia has specific licensure requirements that other states might not follow.

**Fall MSC - is a Snapshot of Oct 1 or cumulative from begin of school to Oct 1?**

The Fall MSC is a snapshot of the student and teacher schedules on Oct 1st and not cumulative.

**What if a parent is home schooling their child?**

Homeschool students should not be reported on the MSC unless they are also taking a course with the public school.

**Private day school administrator here: the category I could not answer for districts this year was the "course** **description" section for my special education classes. How do I advise LEA on how to fill the course** **description out for my ungraded classes?**

Course descriptions are helpful when assigning SCED codes but not reported on the MSC.

**Are teachers and student only reported if there’s 20 instructional hours on October 1st?**

Oct 1st is a snapshot of who is in the class on that day. The EOY will include course data from the first day of school until the last day if 20 hours of instruction were given or received.

**How should final grades be reported since August 14th is before we have final grades in our system for summer courses?**

The Office of Data Services understands the closing date for the MSC might conflict with summer school courses. Report the student's current grade for the course at the time MSC data is reported.

**When you say include summer courses taken for credit, are you referring to the upcoming summer or** **the previous summer? Are we reporting in May on courses that WILL be taught in 2023 summer or** **WERE taught in 2022 summer?**

The 2021-22 EOY MSC will include classes from the first day of school to the last day. Summer school courses taught in May, June, July or August of 2022 should be reported on the 21-22 EOY MSC.

**Will the specifications document be updated to reflect the difference between the October snapshot** **and the EOY including the 20 instructional hours?**

All MSC documentation will be updated and posted on the MSC website.

**For students who attended Private Day schools, but returned to the LEA before the end of the year and no final grade was given, should those students be listed on the F record?**

MSC should reflect the students' academic experience for the school year. Report two F records for the student, one being for the private day school and the other representing the LEA. Final Grade codes to consider are NG (No grade awarded regardless of reason), W (withdrawal), WP (withdrawal passing) or WF (withdrawal failing).

**Multiple LEAs asked for the "Va Extended Course Description" in the C record, what is that?**

The "Va Extended Description" is used to distinguish different levels of a course. The SCED code reported will determine if a Va Extended Description is required. An example is Drafting I, Drafting II, and Drafting III. SCED 21102 requires a Va Extended Description.

**Sometimes when students transition, the student doesn't complete a course so no final grade is given.** **Do they still report the partial instruction?**

The course must be reported if the student received 20 or more hours of instruction. Valid codes to consider are NG (No grade awarded), W (withdrawal), WP (withdrawal passing) and WF (withdrawal failing).

**I have been giving the final grade for a student who withdrew. Are you saying we should not report a** **final grade?**

When a student transfer to another division, the final grade should reflect the transfer by reporting W (withdrawal), WP (withdrawal passing) or WF (withdrawal failing).

**I found that merging the SCED Code list from VDOE with the National SCED Database description was** **helpful. Sometimes folks need more than just the title (even our LEA staff). It helped in my** **conversations with the Private Day Schools.**

Thank you Bob Weaver, this is a good tip for division.

**How does the Credit Awarded flag work for middle school courses?**

The Credit Awarded Flag indicates that the student passed the classroom portion of the course and received high school (Carnegie) credit for passing the course. If a middle school student took and passed a high school credit course, then they should be flagged as “Y”. The Credit Awarded Flag is also used to identify students who met certain requirements (took and passed an AP, IB, or Dual Enrollment course) for the Career, College, and Civic Readiness indicator (CCCRI) in State Accreditation. Typically, middle school students would not be enrolled in AP, IB, or Dual Enrollment courses, so the use of this flag for middle students would not apply to CCCRI.

**Do you have a contact list for private day school staff (who are able to use the VDOE dropbox) similar to the contact lists for the MSC and SRC?**

Contact ResultsHelp@doe.virginia.gov

**Is Virtual Virginia considered an MOP?**

No, Virtual Virginia is not an MOP. It is a program developed and supported by VDOE. The program is offered to divisions at no cost unlike MOPs that charge a fee.

**To clarify: the Fall MSC is a 10/1 snapshot of data but the EOY MSC should reflect ALL teacher changes** **between 10/2 and the EOY?**

The EOY MSC includes data from the first day of school until the last day of school. Summer school should also be included in the EOY. Any teacher that provided 20 hours of instruction during the school year should be reported.

**I am a Governor's School and my staff do not have Virginia teaching credentials due to the nature of our program. Does this mean that I am required to report their social security numbers?**

A SSN and E record are required for any teacher who does not hold a valid Virginia teaching license.

**If a long term substitute is assigned to teach a class and does not have a valid teacher license, do we still answer the flag for the first year teaching?**

Long term subs should never be reported as first year teachers.

**We are a public separate day school serving special education students, are we required to provide this data this year or 23-24?**

Special education center and alternative education centers will start reporting MSC data in the 2023-24 SY.

**Will Virtual Virginia still report separately or does it need to be included on the MSC?**

Virtual Virginia will continue to report MSC data to VDOE. Divisions should not report courses taught by Virtual Virginia.

**I have had several questions about the totals on the CTE Verification report. Has there been any** **discussion to change that report to include student totals instead of course totals on the CTE report?** **The other divisions have questioned that total when we add their STEM students.   
Thanks!**

Currently, there are no plans to change the totals on the CTE Verification report, however we would be happy to have your feedback on how to make the verification reports more useful and meaningful.

**Would you please clarify the Governor's School classes--if we have students who participate in classes** **through a regional governor's school; however, the students do their classes virtually--the students do** **not physically travel to the governor's school. Are they reported by their responsible division?**

Starting with the 2022-23 SY, Governors' schools will report courses taught by their staff. This includes courses offered virtually. If the course is taught by the Governor's school then it should be reported by the Governor's school.

**Are there any plans to have private day schools report their own data?**

At this time, private day schools will not report MSC to VDOE. It will continue to be the responsibility of the division to report MSC data for the private day schools.