# Superintendent’s Memo #087-20

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

DATE: April 3, 2020

TO: Division Superintendents

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

## SUBJECT: 2019-2020 End-of-Year Master Schedule Collection

## Due: Successful Submission August 3, 2020

## Final Verifications August 31, 2020

In order to comply with federal reporting requirements and collect data needed for the College, Career & Civic Readiness Indicator, school divisions are required to submit data for the End-of-Year Master Schedule Collection (EOY MSC).

The EOY MSC includes:

* Course-level data by student and teacher for all students in grades PreK-12. For grades 6-12, final grade reporting is required. This data should reflect information for fall 2019, spring 2020, and summer 2020;
* SCED Codes to identify AP & IB Courses; and
* Work-based Learning Codes to capture student experiences while enrolled in the course.

The Secondary Enrollment Demographics Form (SEDF) data, collected by the Office of Career, Technical, and Adult Education, will be reported through the MSC. The SEDF data are used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. The final summary report is available through the SEDF application in the Single Sign-on for Web Systems (SSWS) portal, but data collection will be completed exclusively through the MSC.

School divisions must have a successful submission of the End-of-Year Master Schedule Collection **no later than August 3, 2020**. Superintendents must electronically approve the verifications through Superintendent Data Collection Approval (SDCA) no later than **August 31, 2020**. Early submission is strongly encouraged. Extensions cannot be granted due to the tight timelines for final data needed for accreditation ratings.

A detailed listing of the data elements on the End-of-Year [Master Schedule Collection](http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml) are available on the Virginia Department of Education’s website.

The EOY Master Schedule Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on **Monday, May 18, 2020.**

Questions or concerns relating to the 2019 – 2020 EOY MSC should be directed to the Office of Data Services at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov). Questions regarding the SEDF should be directed to George Willcox, Director, Office of Career, Technical, and Adult Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov). Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov).

JFL/SMW/lmc