# Superintendent’s Memo #114-20

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

DATE: May 8, 2020

TO: Division Superintendents

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

## SUBJECT: Changes to annual data collections due to school closures for COVID-19

Four annual data collections have changes for the 2019-2020 end-of-school-year reporting due to Governor Northam’s Executive Order 53 ordering all K-12 schools closed for the remainder of the 2019-2020 school year. The changes by collection are summarized here:

**Homebound Student Services**

**Change: Report homebound services between the first day of school and March 13, 2020**

School divisions are not required to provide face-to-face [homebound instruction](http://www.doe.virginia.gov/instruction/homebound/index.shtml) during school closures. Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility. Local school divisions should ensure that students on homebound are receiving the same opportunities as the rest of the student population with careful consideration of providing equitable access and support for a variety of students. Strategies such as distance learning can be accessible to students confined to their home or health care facility. Please note that special accommodations or modifications may need to be made for students with 504 plans or IEPS. For more information, see [Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities.](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/076-20.docx)

Questions or comments relating to the Homebound Student Services Data Collection should be directed to Sarah Bazemore at [sarah.bazemore@doe.virginia.gov](mailto:sarah.bazemore@doe.virginia.gov).

**Wellness Related Fitness Report**

**Change: Cancelled. Data will not be collected for the 2019-2020 school year**

Questions or comments relating to the Wellness Related Fitness Report should be directed to Vanessa Wigand at [Vanessa.Wigand@doe.virginia.gov](mailto:Vanessa.Wigand@doe.virginia.gov).

**End-of-Year Student Record Collection**

**Change: Report attendance data between the first day of school and last school day before closing in response to COVID-19.**

Recognizing that enrollment is an essential business function, school divisions should be open for all student enrollments. Timely and accurate enrollment data includes transfers in as well as transfers out. Please be cognizant of other school divisions who are relying on your division’s school records to complete enrollment for STI management and cohort graduation validity. For more information on reporting the End-of-Year Student Record Collection (EOY SRC), please see the COVID-19 FAQs on [Data Collection and Technology](http://doe.virginia.gov/support/health_medical/office/covid-19-faq.shtml#data).

Questions or comments relating to the End-of-Year Student Record Data Collection should be directed to Office of Data Services at [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov).

**Programs for the Gifted**

**Change: Identifying 2019-2020 students for gifted programs in 2020-2021 will affect the annual report**

While divisions will continue to enter information about their local gifted programs for this collection, it is also dependent on the EOY SRC for the data on referrals and program participation. For the divisions that postponed testing, referral and program participants until the fall, the data for the number of referrals could be missing.

Questions or comments relating to the Programs for the Gifted Data Collection should be directed to Dr. Donna Poland at [donna.poland@doe.virginia.gov](mailto:donna.poland@doe.virginia.gov).

JFL/smw