# Superintendent’s Memo #140-20

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

DATE: June 12, 2020

TO: Division Superintendents

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

## SUBJECT: Procedures for Completing the 2020-2021 Educational Registry Application Data Collection

## Due: August 21, 2020

Information collected in the Educational Registry Application (ERA) is the Virginia Department of Education's (VDOE) official means of identifying schools and staff for mailings, contacts for Web-based data submissions, and the Virginia Educational Directory. Items of particular importance include the superintendent contact information used for official communication with division superintendents, school-year calendar information, and the schools’ long name used in the School Quality Profiles, certificate creation, and official announcements from the Department.

Beginning for the 2020-2021 school year, there are three additions to the ERA:

1. Divisions are asked to provide the status of their agreement with the Department of Social Services, pursuant to Chapter 412, Section 63.2-1511, *Code of Virginia*. The LEA/DSS Agreement Status can be found on the Division Details page.
2. To better assist school divisions with data related questions, VDOE will collect the name of the vendor or product the school divisions are using for certain tasks such as student information systems and pupil transportation systems. The vendor data is a choice on the Division menu.

School divisions are asked to keep the ERA current throughout the school year since VDOE relies on these data for communications to school divisions.

Beginning **July 6, 2020,** updates to school division, school, and staff data can be made through the Educational Registry Application (ERA) [Web-based form](https://p1pe.doe.virginia.gov/ssws/login.page.do) in the Single Sign-on for Web Systems (SSWS) portal.

The *Educational Registry Application Verification* form must be submitted by the division superintendent through the Superintendent Data Collection Approval (SDCA) Application by **August 21, 2020**.

Questions or comments relating to the Educational Registry Application Data Collection should be directed to Educational Applications at Resultshelp@doe.virginia.gov.

JFL/SW/mll