# Superintendent’s Memo #155-20

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: June 26, 2020

TO: Division Superintendents

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

## SUBJECT: Data Collection: Planned and Actual Uses of At-Risk Funding in Fiscal Year 2021

Item 145 of the 2020 Appropriation Act (Chapter 1289) contains a reporting requirement for state funding attached to programs in support of students who are educationally at-risk (i.e., At-Risk Add-on funding). Each school division is required to report the anticipated uses of At-Risk funds in Fiscal Year (FY) 2021. The specific reporting requirement in the appropriation act is as follows:

*To receive these funds, each school division shall certify to the Department of Education that the state and local share of the At-Risk Add-On payment will be used to support approved programs for students who are educationally at risk. These programs may include: teacher recruitment programs and incentives, Dropout Prevention, community and school-based truancy officer programs, Advancement Via Individual Determination (AVID), Project Discovery, Reading Recovery, programs for students who speak English as a Second Language, hiring additional school guidance counselors, testing coordinators, and licensed behavior analysts, or programs related to increasing the success of disadvantaged students in completing a high school degree and providing opportunities to encourage further education and training. Further, in the first year only each school division shall report by August 1 to the Department the individual uses of these funds. The Department shall compile the responses and provide them to the Chairmen of House Appropriations and Senate Finance Committees no later than the first day of each Regular General Assembly Session.*

This data collection should be completed via a Microsoft Excel spreadsheet, which is included within this memo as Attachment A. Upon completion of this data collection, the file should be submitted to the Budget Office by email at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov). Pursuant to Item 145.C.9.e.3.b, submissions must be sent to the Budget Office by **August 1, 2020**.

Attachment A provides a breakdown of the FY 2021 funding.

Instructions for completing the data collection are included within Attachment A.

It is important to note a new requirement beginning with the FY 2021 Annual School Report (ASRFIN) data collection. Chapter 1289 of the 2020 Acts of Assembly requires that school divisions report actual uses of remedial education funding to the Virginia Department of Education (VDOE). The reporting requirement in the appropriation act is as follows:

*Each school division shall report each year to the Department of Education the individual uses for the prior year of the following funds prescribed by this item:  (i) Prevention, Intervention, and Remediation, (ii) At-Risk Add-On, and (iii) Early Reading Intervention. The Department shall prescribe the format and timeline required for the reporting of such information, which shall include, permitted categories of spending, personnel, both state and local contributions, and to the extent possible, the individual schools which these funds were expended. The Department shall compile and submit this information to the Chairs of the House Appropriations and Senate Finance and Appropriations Committees no later than the first day of the General Assembly session.*

If you have questions about this reporting requirement, please contact the Budget Office at (804) 225-2025 or by email at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov).

JFL/eml

Attachment

1. [FY 21 At Risk Reporting Requirement (XLSX)](http://www.doe.virginia.gov/administrators/superintendents_memos/2020/155-20a.xlsm)