# Superintendent’s Memo #163-20

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

DATE: July 10, 2020

TO: Division Superintendents

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

## SUBJECT: 2019-2020 Summer Student Record Collection

**Student Records of Summer Graduates – Successful Submission Due: August 21, 2020**

The individual student records reported in the 2019-2020 Summer Student Record Collection (SRC) reflect both summer school graduate and Career and Technical Education (CTE) Finisher information. Only graduates who earned a diploma or other high school completion during summer school should be included in the 2019-2020 Summer SRC.

Every school division must complete a summer submission even if there are no summer graduates in order to generate the Final Term Graduate Report. A detailed listing of the data elements on the student record collection and instructions for completing and submitting the data can be found on the [Student Record Collection](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml) webpage.

A successful submission of the Summer SRC student records are required by the Virginia Department of Education (VDOE) on or before August 21, 2020.

**Remedial Summer School ADM – Final Data Due: November 15, 2020**

Aggregated Remedial Summer School participation data is also included in the Summer SRC. Elementary and Secondary Remedial Summer School ADM will be entered through the Division Level Miscellaneous Collection section of the Summer SRC application. For FY21, school divisions that are unable to provide remedial programs during the summer school session, or during intersession in the case of year round school, due to COVID-19 are eligible to use remedial summer school funds towards remedial programming provided to students through November 1, 2020.

School divisions should continue to report any students participating in a remedial summer school program as part of the Remedial Summer School data collected via the Summer Student Record Collection. For this one year only, the Summer Student Record Collection will be open until November 15, 2020 so that any students receiving remedial services during the 2020 summer or fall terms can be reported.

The Summer Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal starting August 3, 2020. The electronic verification of the data submission is due on or before November 15, 2020.

Questions or comments relating to the 2019-2020 Summer Student Record Collection should be directed to Data Services at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov).

Questions or comments relating to the Remedial Summer School data collection should be directed to Budget Office staff at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov).

JFL/SMW/ml