# Superintendent’s Memo #224-20

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

DATE: August 28, 2020

TO: Division Superintendents

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

## SUBJECT: Homebound Instruction Services Data Reporting

The Homebound Instruction Services Data Reporting for school year 2019-2020 will be collected through the Single Sign-On for Web Systems (SSWS) portal. The data requested will include each homebound teacher’s license number, hourly rate of payment, and number of hours worked. In addition, in order to process any online instruction reimbursements, the license number of the teacher monitoring online homebound instruction will be needed.

The data must be submitted electronically through [SSWS](https://p1pe.doe.virginia.gov/ssws/login_page.do). The opened window for submission of reports started August 17, 2020, and will end September 18, 2020. Please note that any data entered before the initiation date will be lost when the system opens. It is critical that school divisions meet the September 18, 2020, deadline for submission of this report to ensure timely reimbursement from fiscal year 2020 state funds. Individuals who will be entering data, but who do not have a current homebound password, will need to obtain one by contacting the SSWS Account Manager designated for their respective school division.

All reporting is to be completed electronically. A printed report mailed to the Virginia Department of Education (VDOE) is no longer required.

If you have any questions, please contact Sarah Bazemore, Office of Student Services, School Counseling Specialist, by telephone at (804) 225-4024, or by email at [Sarah.Bazemore@doe.virginia.gov](file:///\\WCS02021\common\FORMS\Superintendent%20Forms\Sarah.Bazemore@doe.virginia.gov).

JFL/SB/rge