



#242-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #242-22**

DATE: October 14, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **2022 Fall Master Schedule Collection**

In order to comply with a statutory reporting requirement of the Every Student Succeeds Act (ESSA), school divisions are required to submit transcript-like data as of October 1 of each school year through the Fall Master Schedule Collection (MSC). Data collected in the Fall MSC will also be used for the:

1. Student Enrollment Demographic Form (SEDF) for the Office of Career, Technical, and Adult Education which is used to determine the Standards of Quality (SOQ) add-on funding as directed in [Item 145 B.7.a.](#) of the 2022 Appropriations Act.
2. Instructional Personnel reports (IPAL) for the Office of Licensure and School Leadership.
3. College, Career and Civic Readiness Indicator (CCCRI) for Accreditation calculations.
4. Validation of teacher licenses and endorsements for private special education placements pursuant to the 2021 Appropriation Act, [Chapter 552, Item 138.G.6.](#)

The data collected in the Fall MSC includes course-level data for all offerings in grades PreK-12. This data should reflect course, teacher and roster information for all sections taught during the 2022-2023 school year including planned sections that begin in the second semester.

The Fall Master Schedule Collection will be open and accessible through Single Sign-on for Web Systems (SSWS) on **October 17, 2022**. A successful submission of the Fall Master Schedule Collection is due **no later than December 7, 2022**. Superintendents must electronically approve the verifications through Superintendent Data Collection Approval (SDCA) no later than **January 30, 2023**. Early submission is strongly encouraged.

A detailed listing of the data elements, SCED codes, training webinars and other resources are available on the [Master Schedule Collection](#) website.

For more information

Questions about the resources or the submission of the data file should be emailed to [Dana Ratcliffe](#) in the Office of Data Services.

Questions regarding the CTE Student Enrollment Demographic Form should be directed to the Office of Career, Technical, and Adult Education, by email at cte@doe.virginia.gov or telephone at (804) 225-2052.

Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office by email at doebudgetoffice@doe.virginia.gov or telephone at (804) 225-2025.

Questions regarding licensure should be directed to Maggie Clemmons, Director of the Office of Licensure and School Leadership, by email at Maggie.Clemmons@doe.virginia.gov or telephone at (804) 371-2476.

Questions regarding private day schools should be directed to Danielle Basham, Office of Facilities and Family Engagement, by email at Danielle.Basham@doe.virginia.gov or telephone at (804) 225-2725.

JB/SMW/dmr