



COMMONWEALTH of VIRGINIA  
Department of Education

**DATE:** May 4, 2018  
**TO:** Division Superintendents  
**FROM:** Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction  
**SUBJECT:** **2017-2018 End-of-Year Master Schedule Collection Due: Successful Submission due August 31, 2018 Final Verifications due September 28, 2018**

In order to comply with federal reporting requirements, school divisions are required to submit data for the End-of-Year Master Schedule Collection (EOY MSC).

The EOY MSC will include course-level data by student and teacher for all students in grades PreK-12. For grades 6-12, final grade reporting is required. This data should reflect information for fall 2017, spring 2018, and summer 2018.

The Secondary Enrollment Demographics Form (SEDF) data, collected by the Office of Career, Technical, and Adult Education, will be reported through the MSC. The SEDF data are used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. As a result, several elements have been added to collect the required information. The final summary reports will still be available through the SEDF application in the Single Sign-on for Web Systems (SSWS) portal, but data collection will be completed exclusively through the MSC.

School divisions must complete a successful submission of the End-of-Year Master Schedule Collection no later than Friday, August 31, 2018. The Master Schedule Collection and Secondary Enrollment Demographics Form verification reports, signed by the division superintendent, must also be submitted by **Friday, September 28, 2018**. Early submission is strongly encouraged.

A detailed listing of the data elements on the End-of-Year Master Schedule Collection are posted on the Virginia Department of Education's website at [http://www.doe.virginia.gov/info\\_management/data\\_collection/master\\_schedule\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml).

The EOY Master Schedule Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on **Friday, May 25, 2018**.

Questions or concerns relating to the 2017-2018 EOY MSC should be directed to Educational Applications at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov) ✉. Questions regarding the SEDF should be directed to George Willcox, Acting Director, Office of Career, Technical, and Adult Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) ✉. Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) ✉.

SMC/SMW/lmc