



**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 Student Record Collection and Miscellaneous Statistics – Due: July 13, 2018**

To comply with state and federal reporting requirements, including those for school report cards, the Department of Education is conducting the End-of-Year Student Record Collection (EOY SRC) for the 2017-2018 school year.

The 2017-2018 End-of-Year Student Record Collection should reflect students' records as of the last day of the 2017-2018 school year. The End-of-Year Collection includes a web-based entry form to collect the number of days in session as well as the number of instructional hours at each school. Also, the Career and Technical Education (CTE) Career Cluster data is collected and reported via the EOY SRC.

A detailed listing of the data elements on the student record, the aggregate data collected on the web-based form, and instructions for completing and submitting the data can be found on the Department of Education's website at:

[http://www.doe.virginia.gov/info\\_management/data\\_collection/student\\_record\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml).

Data must be submitted by school divisions on or before the July 13, 2018 deadline. Early submission and verification is strongly encouraged.

The End-of-Year Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on May 25, 2018.

Questions or comments relating to the End-of-Year Student Record Data Collection should be directed to Educational Applications at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov) ✉.

SRS/SMW/alm