



#205-22

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #205-22

DATE: September 9, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **2022-2023 Fall Student Record Collection and Miscellaneous Statistics Due:
October 14, 2022**

To comply with state and federal statutory reporting requirements, the Virginia Department of Education (VDOE) is conducting the Fall Student Record Collection (SRC). The data collected on the Fall SRC should reflect students' enrollment as of October 1, 2022 and will be used for calculating and reporting:

- Fall Membership counts used to develop the Governor's budget and revised Average Daily Membership (ADM) estimates;
- K-3 Class Size Reduction Program eligibility;
- Annual Dropouts; and
- English Learner and Immigrant Youth Enrollment.

The Fall SRC also includes a web-based entry form to collect the following data:

- Number of Children Receiving Home Instruction and Religious Exemptions;
- Starting Teacher Salary; and
- Average Teacher Salary.

A detailed listing of the Fall SRC data elements, updates to the 2022-2023 collection, and instructions for completing and submitting the data can be found on the [Student Record Collection](#) webpage.

A successful submission to VDOE is required by **October 14, 2022**. The electronic verification of the data submission through the Superintendent's Data Collection Approval (SDCA) application is due on or before **October 28, 2022**. The Fall Student Record Collection will be accessible through the Single Sign-on for Web Systems (SSWS) portal on October 3, 2022.

For more information

Questions or comments relating to the Fall Student Record Collection should be directed to Brittney.Kanard@doe.virginia.gov in the Office of Data Services.

Questions relating to budget or the K-3 Class Size Reduction Program should be directed to the Budget Office by email at doebudgetoffice@doe.virginia.gov or telephone at (804) 225-2025.

JB/SMW/bk