



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

DATE: February 24, 2023

TO: Division Superintendents

FROM: Jillian Balow, Superintendent of Public Instruction

SUBJECT: **2022-2023 Spring Student Record Collection and Miscellaneous Statistics  
- Due April 19, 2023**

The Spring Student Record Collection (SRC) and Miscellaneous Statistics are due on April 19, 2023. This data should reflect students' records as of March 31, 2023. The reports from the Spring SRC will include:

- March 31 average daily membership (ADM) report.
- Special Education Regional Tuition Reimbursement – The data requested will be used for claiming reimbursement for services provided by certain regional special education programs that have been approved by the Department of Education. The dollar amounts your division will report will likely be obtained from your special education office.

The Spring SRC will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on Monday, April 3, 2023. *Early submission is strongly encouraged.*

Final state payments for Standards of Quality accounts (Basic Aid, fringe benefits, etc.) and several other Direct Aid to Public Education accounts for fiscal year 2023 will be based on average daily membership (ADM) as of March 31, 2023.

Any additions to March 31, 2023, ADM that are identified after the submission deadline of April 19, 2023, will not be used to adjust final fiscal year 2023 Direct Aid payments unless the Department receives them on or before May 2, 2023. **Please note this critical deadline.**

Reductions to March 31 ADM may be submitted to the Department at any time; however, school divisions are encouraged to submit any changes on or before May 2, 2023.

In order for the May and June electronic fund transfers (EFT) to reflect school division payments based on final March 31, 2023, ADM, it is important that all school divisions complete the Spring SRC no later than April 19, 2023. In addition to the electronic data submission, the

verification reports must be electronically approved by the division superintendent, through the Superintendent Data Collection Approval (SDCA) application, by Friday, April 28, 2023. Any permitted resubmissions must be electronically approved by the division superintendent no later than Friday, May 5, 2023.

A detailed listing of the data elements on the SRC, the aggregate data collected on the web-based form, instructions for completing and submitting the data, and March 31 ADM related resources will be posted on the Virginia Department of Education's [Student Record Collection](#) webpage.

Questions regarding the 2022 Spring SRC should be directed to Brittney Kanard, Education Data Specialist, at (804) 225-3909 or [Brittney.Kanard@doe.virginia.gov](mailto:Brittney.Kanard@doe.virginia.gov).

Questions regarding provisions in the Appropriation Act, Board of Education Regulations, and the Code of Virginia that govern the calculation of March 31 ADM should be directed to the Budget Office at (804) 225-2025 or [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov).

Questions regarding the Special Education Regional Tuition Reimbursement should be directed to Tracie Coleman, Director of Office of Special Education Finance and Budget, at (804) 225-2704 or [spedprogramdata@doe.virginia.gov](mailto:spedprogramdata@doe.virginia.gov).

JB/sw/bk