



COMMONWEALTH of VIRGINIA
Department of Education

DATE: June 23, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: Procedures for Completing the 2017-2018 Educational Registry Application Data Collection including the Other Academic Indicator Selection
Due: August 25, 2017

Information collected in the Educational Registry Application (ERA) is the Department of Education's official means of identifying schools and staff for reporting, mailings, contacts for Web-based data submissions, and the Virginia Educational Directory. Although all contact data within ERA must be kept current throughout the school year, this summer collection allows divisions to update data for the upcoming school year. Items of particular importance include the superintendent contact information used for official communication with division superintendents, school-year calendar information, and the schools' long name used in the School Quality Profiles, certificate creation, and official announcements from the Department.

Beginning **July 7, 2017**, updates to school division, school, and staff data can be made through the Educational Registry Application (ERA) [Web-based form](#) in the Single Sign-on for Web Systems (SSWS) portal.

While in transition from the *No Child Left Behind Act of 2001* (NCLB) flexibility agreement to *Every Student Succeeds Act of 2015* (ESSA) implementation, the state may still be required to report the performance on the Other Academic Indicator (OAI). Therefore, schools without a graduating class must have an identified OAI solely for reporting purposes. The four choices include: attendance, Science SOL achievement, History SOL achievement, or Writing SOL achievement.

The *Educational Registry Application Verification*, the *SSWS/Application Security Review Certification*, and the *OAI Verification* forms must be signed by the division superintendent and sent to the Department of Education by **August 25, 2017**.

Questions or comments relating to the Educational Registry Application Data Collection or the AMO Other Academic Indicator selection should be directed to Educational Applications at Resultshelp@doe.virginia.gov.

SRS/SMW/alm