



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

DATE: March 24, 2023

TO: Division Superintendents

FROM: Aimee Guidera, Acting Superintendent of Public Instruction and Secretary of Education

SUBJECT: Public School Age and Condition Data Collection (*Code of Virginia* § 22.1-138.3)

Legislation enacted at the 2022 General Assembly session amended *Code of Virginia* § [22.1-138.3](#) requiring the Virginia Department of Education (VDOE), in consultation with the Department of General Services (DGS), to develop and maintain a data collection tool to assist each school board to determine the relative age of each public school building in the school division. Section [22.1-138.3](#) also requires that data collection on the amount of maintenance reserve funds that are necessary to restore each such building and that each school board provide the VDOE in a timely fashion the local data that is necessary to ensure that the tool maintained remains relevant and useful for the determination of maintenance reserve needs. An annual data collection will occur to meet the requirements of § [22.1-138.3](#).

The VDOE and DGS have agreed to use DGS' Real Estate and Assets Management System (or "M-R FIX") to gather the required school facility age and condition data. This data will be collected electronically on M-R FIX Excel templates in two phases:

Phase I: Data collection for building age and base facility core records, and

Phase II: Detailed data collection for site and infrastructure, construction type, building condition, and use of spaces.

Training for entering data in the Phase I Excel templates of M-R FIX will be held via Zoom on the dates listed below. Each Zoom session will be limited to (100) participants. School divisions should register the staff member responsible for providing the required data for either of the following two training sessions:

First session: April 11, 2023, from 10:00 a.m. to Noon

Second session: April 13, 2023, from 1:00 p.m. to 3:00 p.m.

The templates for Phase I must be completed and returned electronically to the VDOE no later than **May 4, 2023**.

VDOE will upload all completed Phase I Excel templates submitted by school divisions and, after verifying the templates for completeness of the data requested, a schedule will be set for the training, completion, and submission of the Phase II M-R FIX Excel templates and communicated to all school divisions.

Session Registration

Each Phase I training session can accommodate only (100) participants. Please use the registration form attached indicating your preferred session and email it to Nancy.hartigan@doe.virginia.gov. Registration will be on a first-come, first-served basis and once the seats for the first session on April 11, 2023, are filled, the remaining registrants will be assigned to the second session on April 13, 2023.

Please send your registration form (Attachment A) no later than **Thursday, April 6, 2023**. All participants will receive an email with the Zoom connection information for their registered session on **Friday, April 7, 2023**.

If you have any questions or need additional information, please call (804) 225-2037 or email [Kent Dickey](#), [Vijay Ramnarain](#) or [Nancy Hartigan](#).

AG/VR/am

Attachment:

- A. [M-R FIX Training Registration](#) (Word)