



*COMMONWEALTH of VIRGINIA*  
DEPARTMENT OF EDUCATION

DATE: April 27, 2023  
TO: Division Superintendents  
FROM: Dr. Lisa Coons, Superintendent of Public Instruction  
SUBJECT: **2022-2023 End-of-Year Student Record Collection and Miscellaneous Statistics  
– Due: July 14, 2023**

To comply with state and federal reporting requirements, the Virginia Department of Education (VDOE) is conducting the End-of-Year Student Record Collection (EOY SRC) to collect student data as of the last day of the 2022-2023 school year. It will be used for calculating and reporting:

- Accountability Calculations including College, Career and Civic Readiness Index (CCCRI) and Chronic Absenteeism
- All cohort graduation calculations
- CTE Completer Demographics Report
- EOY ADM/ADA
- School Quality Profiles
- Special Education Regional Tuition Reimbursement Claims
- Superintendent's Annual Reports

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 [Student Record Collection webpage](#).

A successful submission by each school division is required **on or before July 14, 2023**. Early submission and verification are strongly encouraged. The electronic verification of the data submission is due **on or before July 21, 2023**. The End-of-Year Student Record Collection will

be open and accessible through the Single Sign-on for Web Systems (SSWS) portal **on May 15, 2023.**

For more information or questions, see the table below with contact information.

Topic	Staff Name	Email	Phone Number
End-of-Year Student Record Collection	Brittney Kanard	<a href="mailto:Brittney.Kanard@doe.virginia.gov">Brittney.Kanard@doe.virginia.gov</a>	(804) 225-3909
Special Education Regional Tuition Reimbursement	Tracie Coleman	<a href="mailto:spedprogramdata@doe.virginia.gov">spedprogramdata@doe.virginia.gov</a>	(804) 225-2704
Accountability calculations	Allison May	<a href="mailto:Allison.May@doe.virginia.gov">Allison.May@doe.virginia.gov</a>	(804) 418-4697
CTE Completer Demographics Report	Joseph Ryder	<a href="mailto:Joseph.Ryder@doe.virginia.gov">Joseph.Ryder@doe.virginia.gov</a>	(804) 371-2924

LC/sw/bk