



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: May 11, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, Superintendent of Public Instruction
SUBJECT: **2022-2023 End-of-Year Master Schedule Collection**

School divisions and regional centers must submit End-of-Year Master Schedule Collection data to comply with reporting requirements of the *Every Student Succeeds Act* (ESSA). Transcript-like data should be reported beginning with the first day of school to the last day of summer school. Data collected in the EOY MSC will also be used for the:

1. Student Enrollment Demographic Form (SEDF) for the Office of Career, Technical, and Adult Education which is used to determine the Standards of Quality (SOQ) add-on funding as directed in [Item 137 C.7](#) of the 2022 Appropriation Act.
2. College, Career and Civic Readiness Indicator (CCCRI) for state accreditation calculations which includes AP, IB, and Dual Enrollment courses and Work-based Learning experiences.

The data collected in the EOY MSC includes course-level data for all course offerings in grades PreK-12. For grades 6-12, final grade reporting is required. This data should reflect information for fall 2022, spring 2023, and summer 2023.

The EOY Master Schedule Collection will be open and accessible through the [Single Sign-on for Web Systems](#) (SSWS) portal on **May 10, 2023**. A successful submission of the EOY Master Schedule Collection is due **no later than July 24, 2023**. Division superintendents must electronically verify the data submission through the Superintendent Data Collection Approval (SDCA) application no later than **August 14, 2023**. Early submission is strongly encouraged.

Data Services will begin sending reminders in July to ensure that divisions and regional centers complete this submission on-time.

A detailed listing of the data elements, SCED codes, training webinars and other resources are available on the [Master Schedule Collection](#) website.

Questions regarding the resources or the submission of the data file should be emailed to [Dana Ratcliffe](#) in the Office of Data Services or telephone at (804) 750-8628.

- CTE Student Enrollment Demographic Form questions should be directed to the Office of Career, Technical, and Adult Education, by email at cte@doe.virginia.gov or telephone at (804) 225-2052.
- Career and technical education SOQ add-on funding questions should be directed to the Budget Office by email at doebudgetoffice@doe.virginia.gov or telephone at (804) 225-2025.
- Private schools for students with disabilities questions should be directed to Danielle Basham, Office of Facilities and Family Engagement, by email at Danielle.Basham@doe.virginia.gov or telephone at (804) 225-2725.

LC/SMW/dmr